

2007

# Guard and Reserve Personnel Fact Sheets



# AIR RESERVE PERSONNEL CENTER

## RESERVE PAY FOR 4 DRILLS

EFFECTIVE 1 JANUARY 2007

PAY GRADE	YEARS OF SERVICE														
	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26
<b>COMMISSIONED OFFICERS</b>															
O-10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1821.20	1830.12	1868.16	1934.48
O-9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1592.88	1615.80	1648.96	1706.84
O-8	1127.08	1163.96	1188.48	1195.32	1225.88	1276.96	1288.84	1337.36	1351.24	1393.04	1453.44	1509.20	1546.44	1546.44	1546.44
O-7	936.52	980.00	1000.16	1016.16	1045.12	1073.72	1106.84	1139.84	1172.96	1276.96	1364.80	1364.80	1364.80	1364.80	1371.72
O-6	694.16	762.56	812.60	812.60	815.68	850.68	855.28	855.28	903.88	989.84	1040.28	1090.68	1119.36	1148.40	1204.76
O-5	578.64	651.84	697.00	705.48	733.60	750.48	787.52	814.68	849.76	903.52	929.08	954.40	983.08	983.08	983.08
O-4	499.28	577.96	616.52	625.12	660.92	699.28	747.04	784.32	810.16	825.00	833.64	833.64	833.64	833.64	833.64
O-3	438.96	497.64	537.12	585.60	613.60	644.40	664.36	697.12	714.12	714.12	714.12	714.12	714.12	714.12	714.12
O-2	379.24	431.96	497.52	514.32	524.88	524.88	524.88	524.88	524.88	524.88	524.88	524.88	524.88	524.88	524.88
O-1	329.24	342.64	414.20	414.20	414.20	414.20	414.20	414.20	414.20	414.20	414.20	414.20	414.20	414.20	414.20
<b>COMMISSIONED OFFICERS WITH OVER 4 YEARS ACTIVE DUTY SERVICE AS AN ENLISTED MEMBER OR WARRANT OFFICER</b>															
O-3E	0.00	0.00	0.00	585.60	613.60	644.40	664.36	697.12	724.72	740.56	762.12	762.12	762.12	762.12	762.12
O-2E	0.00	0.00	0.00	514.32	524.88	541.60	569.80	591.60	607.84	607.84	607.84	607.84	607.84	607.84	607.84
O-1E	0.00	0.00	0.00	414.20	442.36	458.68	475.40	491.84	514.32	514.32	514.32	514.32	514.32	514.32	514.32
<b>WARRANT OFFICERS</b>															
W-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	779.44	806.20	833.00	860.00
W-4	453.60	488.00	502.00	515.80	539.52	562.96	586.76	609.88	633.84	671.40	695.44	718.96	743.32	767.32	791.84
W-3	414.24	431.52	449.20	455.04	473.60	494.84	522.88	550.56	580.00	602.08	624.08	633.52	643.28	664.56	685.76
W-2	364.36	385.16	403.40	416.60	427.96	459.16	483.00	500.68	518.00	529.84	539.84	558.80	577.64	596.72	596.72
W-1	321.76	348.08	365.72	377.12	407.48	425.80	442.04	460.16	472.16	483.04	500.72	514.16	514.16	514.16	514.16
<b>ENLISTED MEMBERS</b>															
E-9	0.00	0.00	0.00	0.00	0.00	0.00	548.08	560.52	576.16	594.60	613.12	642.88	668.04	694.56	735.04
E-8	0.00	0.00	0.00	0.00	0.00	448.64	468.52	480.80	495.52	511.44	540.24	554.84	579.64	593.40	627.32
E-7	311.88	340.40	353.44	370.76	384.20	407.36	420.36	433.36	456.56	468.16	479.16	485.88	508.64	523.36	560.56
E-6	269.76	296.80	309.92	322.64	335.92	365.88	377.52	390.44	401.80	405.80	408.60	408.60	408.60	408.60	408.60
E-5	247.20	263.72	276.44	289.52	309.84	327.32	340.20	344.28	344.28	344.28	344.28	344.28	344.28	344.28	344.28
E-4	226.60	238.20	251.08	263.80	275.04	275.04	275.04	275.04	275.04	275.04	275.04	275.04	275.04	275.04	275.04
E-3	204.56	217.44	230.56	230.56	230.56	230.56	230.56	230.56	230.56	230.56	230.56	230.56	230.56	230.56	230.56
E-2	194.52	194.52	194.52	194.52	194.52	194.52	194.52	194.52	194.52	194.52	194.52	194.52	194.52	194.52	194.52
E-1 >4	173.52	173.52	173.52	173.52	173.52	173.52	173.52	173.52	173.52	173.52	173.52	173.52	173.52	173.52	173.52
E-1 <4	160.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

NOTE-BASIC PAY FOR O7-O10 IS LIMITED TO \$1,866.68

LEVEL II OF THE EXECUTIVE SCHEDULE

NOTE-BASIC PAY FOR O6 AND BELOW IS LIMITED TO \$1,513.32

LEVEL V OF THE EXECUTIVE SCHEDULE

FY2007, 2.2% Pay Raise Increase. Public Law No.109-364 National Defense Auth Act, signed into law on October 17, 2006.

FY2007, Increases cap on basic pay for general and flag officers (O7-O10)

from Level III to Level II of the Executive Schedule. Level II and Level V increased by 1.7%.

USD(PERSONNEL AND READINESS)

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The ARPC Guard and Reserve Personnel Fact Sheets series is a funded Class II U.S. Air Force publication produced annually for the Air Reserve Component. It is a product of the HQ Air Reserve Personnel Center Public Affairs Office.

To contact ARPC Public Affairs, please call 303-676-6515 or DSN 926-6515. Opinions expressed do not necessarily represent those of the U.S. Air Force or the Air Force Reserve Command. Local reproduction is authorized and encouraged.

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ARPC's Web site is at <http://arpc.afrc.af.mil>



## AIR RESERVE PERSONNEL CENTER

## Personnel Services Delivery Transformation through vPC-GR and the Reserve Personnel Contact Center

Personnel Services Delivery (PSD) Transformation represents a new way of doing business that will transform the Air Force's personnel processes, organizations and technology to provide a new model which replaces many labor-intensive processes today. The goal of PSD is to provide better customer service with 24 hour-a-day, seven day-a-week accessibility for Airmen to conduct more transactions via improved Web-based applications and an enhanced Contact Center. PSD is ultimately about supporting the warfighter with world class personnel services.

For the Air Reserve Component, PSD Transformation is accomplished through vPC-GR and the Reserve Personnel Contact Center.

### vPC-GR

The virtual Personnel Center – Guard and Reserve, or vPC-GR, allows Air National Guard and Air Force Reserve Airmen to access and correct records from any computer with Internet access. This secure Web site at <https://arpc.afrc.af.mil/vPC-GR/> enables members of the ARC access to many services 24-hours a day, seven days a week, 365 days a year.

In a Feb. 1, 2007 memorandum to Air Force Reserve Command leaders, Maj. Gen. Allan Poulin, AFRC Vice Commander, mandated AFRC officers, senior NCOs and supervisors to establish vPC-GR accounts, by logging on to <http://arpc.afrc.af.mil/vPC-GR> by April 2, 2007.

It is imperative that all Reservists establish an account to ensure timely flow of transactions from the initiator to supervisor and commander. Not only does vPC-GR give a Reservist the ability to initiate actions online, it sets the stage for the DoD's new data system (Defense Integrated Military Human Resources System-DIMHRS) scheduled for Air Force implementation in May 2008. vPC-GR helps Reservists get accustomed to requesting personnel services online and taking responsibility for their own careers; two precedents that will be expanded with DIMHRS.

DIMHRS is a comprehensive, Web-based solution that will integrate many existing personnel and pay processes into one self-service system.

It will support the military's Total Force – across the services and components (Active or Regular Component, Reserve, and National Guard). It represents the DoD's and Air Force's commitment to modernizing business practices and providing enhanced support for today's service member and their families.

### DIMHRS Program Benefits

> **One Record:** One, single, comprehensive record of service stays with you throughout your career, including service and component transfers

> **Self Service:** Review your record for accuracy, make updates to certain personal data and initiate personnel action requests

> **Convenient:** Web-based system provides access to your record anytime, anywhere

> **Consolidated Personnel and Pay Information:** Streamlined process keeps all of your information in one place.

### The Reserve Personnel Contact Center

Transactions outside the purview of vPC-GR can be directed to the Reserve Personnel Contact Center at 800-525-0102. The center is available 6 a.m. to 6 p.m. MST, Monday – Friday and 7:30 a.m. to 4 p.m. MST the first weekend of the month. Voice messages can be left after hours. Documents can be faxed to commercial 478-327-2215 or DSN 497-2215.



### vPC-GR transactions available online

- Request a copy of a 20 Year Letter
- Nominate Airmen for Awards and Decorations
- Correcting Duty History
- Correcting Retirement Points History
- Accessing Current Retirement Points
- Requesting Copy of DD Form 214
- Requesting Copies of EPRs/OPRs
- Requesting Mortgage Letter
- Updating Personnel Data
- Electing RCSBP
- Receiving Retired Pay Assistance
- Applying for Retirement
- Requesting Reserve Income Replacement Plan
- Receiving ROPMA Board Counseling
- Submitting ROPMA Promotion Board Letter
- Requesting Tricare Reserve Select





## AIR RESERVE PERSONNEL CENTER

### Reserve Force Development

The Air Reserve Personnel Center is spearheading the Reserve Officer Force Development Program designed to improve the way Citizen Airmen are developed through experiential and educational opportunities. Reserve Force Development is deliberate and organized development tailored to meet Air Force Reserve needs with in the context and culture of the Citizen Airman program.

The Air Force Reserve, through Force Development, will provide its best candidates Joint, higher headquarters level and command experience in order to prepare its force for the challenges of the 21st century Air and Space Force.

This will be accomplished by:

- Deliberately connecting all training and education opportunities to assignment experiences to best build competencies that meet Air Force needs in and across career fields
- Purposely connect individuals' goals to AF needs to best achieve both
- Ensure Air Force Reserve processes invest the right education, training, and experience in the right officers at the right time
- Enhance leader, functional manager, and officer understanding of their roles in officer development, using their inputs in the assignment process and providing feedback to inform and shape expectations

ARPC hosted its first Force Development Team Meeting in May 2006 for the Civil Engineer career field and has since hosted an additional 13 Development Team meetings for ten other career fields.

Each Force Development team, chaired by the Career Field Manager (CFM), evaluates all its officers' records to provide each Airmen deliberate counsel maximizing his or her goals and potential. This is accomplished through three avenues: **vectors**, which are recommendations on assignments, developmental education and any other specific career field factors; **squadron commander recommendations**; and **in-residence developmental education recommendations**.

Career Field Management is at the heart of Force Development. Each career field will have a functionally oriented Development Team to ensure the proper execution of Force Development. At a minimum each Development Team will include representation from Air Force active

duty, AGR, ART, IMA and the unit. The Development Team will:

- Be aware of the AF and career field policies, plans, programs and training affecting career field management
- Provide advice, guidance, and assistance to the functional community through the Air Staff Career Field Manager (CFM)
- Ensure that recommendations for new initiatives are coordinated with the Air Staff CFM
- Review Career planning diagram (CPD) created by the AD CFM and modify as appropriate for AFR requirements
- Responsible for overseeing personnel development to meet functional community and broader AF and AFR institutional requirements, while balancing the desires of the individual
  - o Understand an individual's developmental preferences
  - o Balance individual's desires and availability with institutional requirements
  - o Take into account commander/senior rater recommendations and assessments of developmental potential
  - o Evaluate individual officers for **special developmental opportunities to include in-residence developmental education**
  - o Make **"vectors"** for individual officers designed to optimize their potential skills development over time
  - o Provide feedback to officers and commanders/supervisors using the Air Force Reserve Officer Development Plan
  - o Evaluate individual officers for **key assignments/Squadron Commander positions** across the Air Force Reserve

Reserve Officers will use the Reserve Officer Development Plan to express their developmental preferences. It gives the chain of command and the Development Team a sophisticated mechanism to better mentor individuals and make informed decisions. Officers and commanders/supervisors will regularly document current and future career plans, desires and intents on the R-ODP. The R-ODP will flow through the commander to the Development Team. The Development Team will review the plan, recommend a developmental vector and provide feedback to the commander and officer electronically via the R-ODP. The



## AIR RESERVE PERSONNEL CENTER

R-ODP is intended to become the single, central tool that communicates an officer's goals and his or her leadership developmental assessments and recommendations. The R-ODP will allow all players in the developmental decision-making process to see, evaluate, and react to the inputs of all other players. To complete a R-ODP visit: [https://afrc-tools.afrc.af.mil/FDP/z\\_Career\\_Dev.asp](https://afrc-tools.afrc.af.mil/FDP/z_Career_Dev.asp) or <http://arpc.afrc.af.mil>.

Supervisors and commanders play a vital role in Force Development. They are entrusted to educate, coach, and encourage individuals to participate fully in the FD process. Also, they are the primary means by which feedback is delivered to the individual. Supervisors and Commanders will be responsible for:

- Understanding the AFR FD process as well as the FD requirements and CPD for the various functional communities
- Educating Airmen on what various career choices

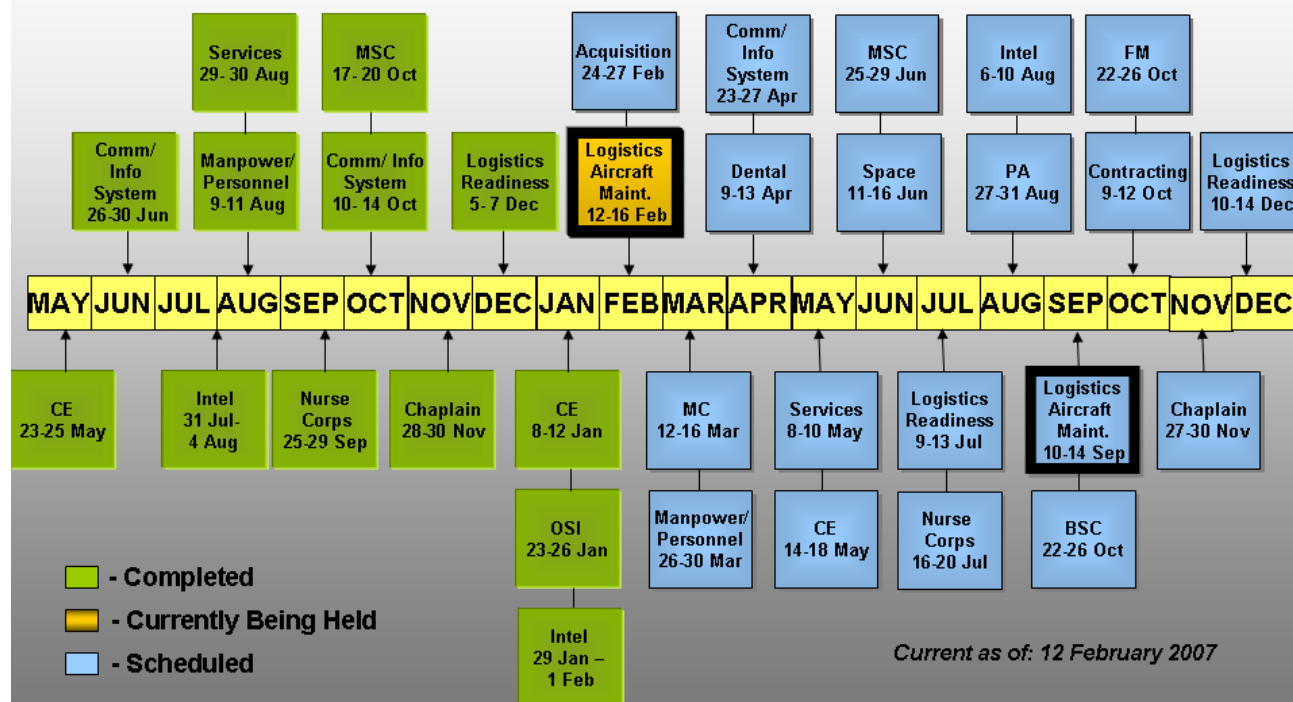
entail in terms of time, commitment, mobility, etc., and encouraging Airmen to develop to their full potential

- Assisting Airmen in assessing and fulfilling their developmental objectives and career goals
- Considering an Airman's potential, supervisors provide honest assessment on the R-ODP in light of the appropriate CPD
- Providing feedback to Airmen regarding their potential to achieve their desired goals, and how to obtain the required development – this feedback will occur both before the development plan is submitted and after it has been reviewed by the development team

Questions on the Reserve Officer Force Development Team process can be directed ARPC/DPAF, 800-525-0102, and ask to be transferred to the Personnel Force Development Division.



## ARPC 2006-2007 Development Team Schedule



*One Air Force, Same Fight... An Unrivaled Wingman*



## AIR RESERVE PERSONNEL CENTER

### Officer promotions

Each year about 8,000 Guard and Reserve officers are considered for promotion by central selection boards held at the Air Reserve Personnel Center.

There is no secret to success that ensures selection. In fact, officers have control over the factors contributing to selection or nonselection. To maximize their chances for promotion, officers should understand what a selection board is tasked to do and the tools that are available to accomplish the task.

#### The promotion selection board

A selection board identifies officers who have demonstrated the potential to serve successfully in the next higher grade. To determine an officer's potential, the board is instructed to evaluate each of the eligible officers using the whole-person concept. The whole-person concept considers an officer's demonstrated performance, breadth of experience, job responsibility, professional competence or job knowledge, specific achievements, developmental education, leadership and Guard/Reserve participation.

A board member's assessment of potential is based solely on information documented in the officer selection record. Air Force Instruction 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, specifies the documents authorized in the file.

Board members evaluate officer performance reports and training reports, citations and orders for approved decorations, point summaries, a computer-generated selection brief, the Promotion Recommendation Forms (for lieutenant colonel and colonel promotion boards and all position vacancy boards), and a letter to the board president if one is submitted.

All courts-martial convictions are filed in the officer selection folder for review. Other derogatory information, such as letters of reprimand and Article 15 actions, are also reviewed by the board if placed in the selection folder by the officer's commander. Not-qualified-for-promotion recommendations are also reviewed by the board if submitted by the major command commander.

#### Process demands high standards

There should be no doubt that the promotion process demands high standards and a fair and equitable review. Records must clearly demonstrate to the board that the officers are fully qualified to handle the responsibilities of the next higher grade.

The secretary of the Air Force sets a quota for each grade. Members of the Air National Guard and Air Force Reserve compete in separate categories with separate quotas. The quotas are based on the needs of the ANG and USAFR and cannot be exceeded.

Therefore, to compete, officers must be among the very

best and must clearly demonstrate the potential to perform successfully in the next higher grade.

#### Proven performers in demand

The importance of a strong, consistent pattern of performance, appropriately documented in the selection folder, cannot be overemphasized. The proven performer is in demand for the most responsible jobs, and breadth of experience is enhanced by the jobs held. Rating officials, and those in the chain of command, must document the officer's efforts and recognize successes and deficiencies. Beyond that point, potential promotees control each of the whole-person factors.

They must demonstrate the initiative and build the record necessary to show they can serve successfully in the next higher grade. Developmental Education is available to increase knowledge and understanding of the Air Force and its role in world affairs.

Leadership roles in professional and civic organizations enhance leadership skills and demonstrate the ability to handle increased responsibility.

Active participation in Guard or Reserve activities shows dedication. If pertinent information is missing from a selection folder, a letter to the board president highlighting the activity is appropriate.

#### Invest time in your career

Officers should know when they are eligible to meet their next promotion board. Officers meeting the Central Promotion Selection Boards must meet eligibility requirements based on date of rank/time in grade. This information is available at <http://arpc.afrc.af.mil/promotions/default.asp>.

Officers can review their record and officer preselection brief by contacting ARPC Selection Board Secretariat via the contact center at 800-525-0102.

If information is missing or is in error, officers should ensure the required changes are made.

Next, if appropriate, they should write a meaningful one-page letter to the board president. To learn how to electronically submit a letter to the board, visit <http://arpc.afrc.af.mil/promotions/officer/boardletter.asp>. To actually submit the letter electronically, Airmen need to log into the virtual Personnel Center - Guard Reserve.

Members who would like to know what factors the boards considered and how their record compared to the most recent selection boards, can visit the ARPC Web site at <https://arpc.afrc.af.mil/promotions/default.asp>. Once there, select "rank," and the fact sheets are listed after the fiscal year for the board. They are published about a month after public release.

Preparation for promotion should begin today rather than



## AIR RESERVE PERSONNEL CENTER

### Officer performance reports

Officer performance reports are due annually or upon change of rater. OPRs may also be required when directed by Headquarters Air Force or the member's commander. The table below shows when reports are required.

About 60 days before the closeout date, the servicing military personnel flight notifies the officer's rater that an OPR is due. Officers should contact their rater to ensure he or she is accomplishing the OPR and to provide input if requested.

Once the report is completed and filed in the Unit Personnel Record Group, unit Reservists, Air National Guard and Active Guard and Reserve officers may request a copy of their report from their servicing MPF. IMAs and participating individual ready Reservists may request a copy of their report from vPC-GR or the Reserve Personnel Contact Center at 800-525-0102 or e-mail [arpc.dpbrdl@arpc.denver.af.mil](mailto:arpc.dpbrdl@arpc.denver.af.mil).

Performance reports are critical to the promotion process. Therefore, officers should ensure that their record is accurate.

Officers eligible for promotion should review their officer preselection brief and take action to ensure their current

OPR is in their officer selection record at HQ ARPC before the board convenes.

OPRs should be filed in the officer selection record within 90 days after the closeout date. If an OPR is not received within 18 months of the report closeout date, the record is "gapped." This simply means that an Air Force Information Management Tool 77, *Letter of Evaluation*, is filed in the record in place of the missing or overdue OPR. HQ ARPC notifies members before placing the letter in their record.

A "gap" in a record means no record of performance for that period is available for promotion or selection board review. This evaluation becomes a matter of record and is not removed unless approved through proper administrative channels.

Officers should seek approval from their commanders before training at any unit other than their unit of assignment or attachment. This increases the chances of their report being submitted on time and prevents future problems such as "gapping."

For more information regarding a rater or the status of a report should be directed to the member's servicing MPF.

Category	Minimum Requirements		
	Annual	Change of Rater	Directed
IMAs/PIRRs	12 points	12 points	None
Unit Reservists	16 points and 180 days of supervision	16 points and 180 days of supervision	None
Air National Guard	120 days of supervision	120 days of supervision	None
Active Guard/Reserve	180 days of supervision	180 days of supervision	None



## AIR RESERVE PERSONNEL CENTER

### Enlisted promotions

Air Force Instruction 36-2502, *Airman Promotion Program, Chapter 4*, applies to Reserve Airmen. The information below applies to individual mobilization augmentees and participating individual ready reservists. Air National Guard members and unit reservists should check with their military personnel flight.

There are three enlisted promotion opportunities:

- Unit vacancy (IMAs).
- Extended Promotion Program — promotion to technical sergeant for IMAs and PIRR members (IMA staff sergeants in staff sergeant positions and PIRR staff sergeants who are not in an authorized position who have 16 years of satisfactory years toward retirement).
- Promotion Enhancement Program — to grades technical sergeant through chief master sergeant through a board process with quotas received from AF/RE.

#### Important factors

The supervisor's and unit commander's recommendation as well as the promotion authority's approval are required for all promotion opportunities.

Members eligible for promotion to staff sergeant, master sergeant and senior master sergeant must complete professional military education requirements to be promoted.

A staff sergeant with 16 satisfactory years toward retirement meeting all other eligibility criteria, except for occupying the higher graded position, may be recommended for an EPP promotion. Members promoted to master sergeant, senior master sergeant or chief master sergeant must sign a two-year Reserve service commitment contract before promotion.

An IMA's unit commander makes the decision whether to over-grade based on manning. PIRR members do not have authorized positions but are authorized promotion under this promotion opportunity.

PEP promotions are for outstanding performers who are blocked for promotion under the unit vacancy program and must be for no more than one grade over the position authorized grade. Supervisors should complete a submission package and submit them through their program manager to HQ ARPC/DPBB. Quotas are received from AF/RE in January of each year with boards held in March and September. Promotion effective dates are April 1 and Oct. 1 of each year. The guidelines for submitting packages can be found on the PEP Web page at <http://arpc.afrc.af.mil/promotions/enlisted/pep.asp>.

To be considered for promotion, members must be eligible to participate and accrue points toward retirement.

Members in a nonpay program are only eligible for promotion to technical sergeant through the EPP or may be submitted for a PEP promotion and must accrue at least 50

points during their retention/retirement year.

#### Promotion cycle

Throughout the Reserve, enlisted promotions are made on the first day of January, March, May, July, September and November. New rosters are generated after the orders for each cycle are run identifying eligibles for the next cycle.

#### IMA/PIRR promotion procedures

HQ ARPC/DPBB sends the promotion eligibility roster to the member's promotion program manager. Program managers verify eligibility and send the roster to the applicable MPF. The MPF forwards the roster to the unit commander. The unit commander reviews the roster with supervisors' input and lines through the names of individuals not recommended.

For members attached to a different unit, the commander contacts the commander of the unit of attachment or element for a recommendation. Only the recommending commander or the program manager may remove a member from promotion consideration, not those providing input. The annotated roster is returned to the MPF who sends the roster back to the program manager before the 10th day of the month before the promotion month. The promotion authority considers the commander's recommendation and makes a final determination. The roster is then sent to HQ ARPC/DPBB before the 20th of the month to be processed.

If eligible members do not show up on the eligibility roster or become eligible after the eligibility roster is run, the unit commander, with input from the member's supervisor, may send a request to the program manager to add that member for the next promotion cycle. Any applicable source documents showing completion of eligibility criteria must accompany the request. Source documents must also be provided for members being repromoted to a grade after taking a voluntary demotion so that a date-of-rank adjustment may be computed.

HQ ARPC/DPBB verifies eligibility for all recommendations received from the program managers and updates the promotions in Military Personnel Data System. Orders are run after the first of the promotion month when all projections are reflected in MilPDS and the Personnel System Manager orders system. HQ ARPC/DPBB then sends the orders to each program manager with promotions for that cycle.

The program managers, in turn, send copies of the orders to the members, their units and the Base Individual Mobilization Augmentee Administrator. Promotions are effective on the first day of the promotion month. Promotion lists are posted on the ARPC Web site by the 10th day of each promotion month.

Notification of selection or nonselection is the responsibility of the unit commander and/or program manager.





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**Enlisted performance reports**

Enlisted performance reports are due biennially for IMAs, participating individual ready reservists and unit assigned reservists, staff sergeant and above.

They may also be required when directed by Headquarters Air Force or the member's commander.

Reports may be required when there is a change of reporting official as long as the member meets the points and supervision requirements. The table below shows when reports are required.

About 90 days before the closeout date, the servicing military personnel flight notifies the member's rater that a report is due.

Ratees should contact their rater to ensure that he or she is accomplishing an EPR and to provide information if requested.

EPRs are filed in the Unit Personnel Record Group at the

servicing MPF 60 days after the closeout date. Once the report is completed and filed in the UPRG, unit reservists and AGR members may request a copy of their report from their servicing MPF.

IMAs/PIRRs may request a copy of their report from vPC-GR or the Reserve Personnel Contact Center at 800-525-0102 or e-mail [arpc.contactcenter@arpc.denver.af.mil](mailto:arpc.contactcenter@arpc.denver.af.mil).

If an EPR is not submitted within 18 months of the closeout date the record is "gapped." This simply means an Air Force Information Management Tool 77, *Letter of Evaluation*, is filed in the record in place of the missing report.

The letter becomes a matter of record and is not removed unless approved through proper administrative channels.

Any questions regarding a rater or the status of a report should be directed to the member's servicing MPF or commander's support staff.

Category	Minimum Requirements		
	Annual	Biennial	Change of Rater
IMAs/PIRRs	N/A	16 points	16 points
Unit Reservists	N/A	16 points	16 points
Active Guard/Reserve	120 days of supervision	N/A	120 days of supervision
Air National Guard	N/A	N/A	N/A



## AIR RESERVE PERSONNEL CENTER

### Reserve assignments

The Air Reserve Personnel Center Assignment Actions Division is in the customer service business of providing members and organizations with assignment information.

Regardless of the type of assignment, reservists must have at least 50 points each retention and retirement year to earn a satisfactory year toward retirement. Thirty-five points must be earned through participation (IDT, AT, ECI) and 15 points are awarded for membership. Fiscal year requirements vary by Reserve category.

Participants should realize there is not a magic formula for successfully completing a career in the Guard or Reserve and attaining retirement benefits. The responsibility for success lies with the individual. At ARPC, every effort is made to provide Airmen with the knowledge and information necessary to plan and succeed in their career.

The elements of success are participation, performance, professional military education, academic education and career planning. Airmen must know what programs are available for them, the training requirements for each program and how to locate available positions.

#### Unit program - Category A

The program most familiar to Guard and Reserve members is the traditional unit program. This program requires one weekend of inactive duty training every month, referred to as unit training assembly, and two weeks active duty (annual training) both for pay and points each fiscal year. Unit members who complete all required UTAs receive 48 points (one point per four-hour training period) and one point for each day of active duty training and 15 membership points.

#### IMA program - Category B

The individual mobilization augmentee program consists of individual reservists assigned to major commands, field operating agencies, joint organizations, direct reporting units and outside agencies. They train for pay and points primarily with active duty units. Some commands allow training attachments that allow the Airman to perform IDTs at a unit in his or her local area, but this decision is made on a case-by-case basis by the unit commander or program manager.

Inactive duty training periods for pay and points are usually performed during the week, one or two days a month, each eight-hour day earns the member two IDT points. IDTs can, in some cases, be grouped into larger increments if the active-duty supervisor approves. In addition, a 12-14 day paid active-duty training tour is required annually with one point awarded for each day. IMAs also receive 15 membership points annually.

#### AGR program

An Active Guard and Reserve tour consists of reserve component members serving on active duty under 10 U.S.C., 14 U.S.C., or full-time National Guard duty under 32 U.S.C. Section 502 (f) for a period of 180 consecutive days or more. The purpose is organizing, administering, recruiting, instructing or training

the reserve components. This program is managed by the AGR management office, HQ USAF/REAMO.

#### Points-only programs - Category E

Points-only programs can help keep a career going while members look for a paid Guard or Reserve position. In Category E, points earned toward retirement are accumulated in the same manner as in categories A and B. The following programs are especially helpful for recently-promoted lieutenant colonels or above who cannot find a Selected Reserve position and must serve satisfactorily in the higher grade for three years to retire at that grade.

**Air Force admissions liaison officer:** This program is for line officers only. Their job is to inform, counsel and evaluate potential candidates for the Air Force Academy and Air Force Reserve Officer Training Corps programs.

Guard and Reserve officers who would like to do more than their normal training may also perform this as an additional duty. This program is managed by the USAF Academy.

**Civil Air Patrol Reserve Assistance Program:** Provides training opportunities for both line officers and enlisted members who serve as advisers to CAP units. Guard and Reserve members who would like to do more than their normal training may perform this as an additional duty. This program is managed by HQ CAP, Maxwell AFB, Ala., telephone (334) 834-8934.

**Chaplain Service program:** This program is available for Reserve members (AFSC 52RX and 5R0XX). They may earn nonpay points for retirement by performing nonpay IDTs, reading books from selected lists and writing reports, or completing Extension Course Institute courses.

**Judge advocate reinforcement designee program:** This program is available for Guard and Reserve officers (AFSC 51JX). Members are normally attached to the closest Air Force legal office where their grade and AFSC can be used. Nonpay points for retirement may be earned by performing nonpay IDTs or completing ECI courses.

**Medical program:** This program is available to medical commissioned and enlisted reservists. Airmen may earn nonpay points performing IDTs, and they are attached to an active duty medical treatment facility where their grade and AFSC can be used. Supplementary nonpay points may be earned by completing ECI courses or attending an approved professional meeting.

**Ready Reinforcement Personnel Section:** This program is available for Guard and Reserve line members, officer and enlisted, when other assignment options are not available or acceptable. Those entering Ready Reinforcement Personnel Section must have an approved training attachment (Air Force active duty or Reserve unit). Members may be assigned to the RRPS for up to three years; extensions are granted on a case-by-case basis. During this time, they can continue to meet their retirement objectives by earning at least 35 nonpaid points per year, 16 of which must be IDTs or annual tour. They can earn additional points via additional IDTs, approved correspondence courses and 15 membership points.



## AIR RESERVE PERSONNEL CENTER

### Reserve categories

Reservists are categorized by type of assignment, Reserve status, military service obligation and laws or directives governing their administration.

The Ready Reserve is made up of about 234,928 trained members subject to recall to active duty to augment the active components in time of war or national emergency.

Of these reservists, about 179,000 are Selected Reserve members in the Air Force Reserve and Air National Guard who train regularly and are paid for their training in unit or individual programs.

In addition, about 45,000 are in the Individual Ready Reserve. Most IRR members are not required to train regularly but are subject to mobilization and IRR musters.

A small number of the IRR are in participating programs in which they must earn points toward retirement. They may also perform military personnel appropriation, or MPA, active duty days for pay.

The president may recall up to 200,000 Ready Reserve members from all Department of Defense components for up to 270 days of which no more than 30,000 may be members of the IRR.

The president may also recall up to 1 million Ready Re-

serve members from all services for a period not to exceed 24 months.

Congress, when declaring a national emergency, may recall all Reserve members including the Ready, Standby and Retired populations.

The Retired Reserve is made up of members with 20 or more years of satisfactory service (active duty and Reserve time, but not 20 years of active service) eligible for retired pay at age 60.

They may only be recalled to active duty under the authority of Title 10, U. S. C., Sections 12301(a) (full mobilization) and 12307 for the duration of the operation plus six months Retired Reserve.

Most of the 10,441 members in the Standby Reserve do not train and are not assigned to units. They are members who, for a variety of administrative reasons, are not eligible to remain in a Selected Reserve status but are required or choose to remain affiliated with the Air Force Reserve.

This number includes the Inactive Status List Reserve Section. There are also a few reservists (less than 50) in a participating section of the active Standby Reserve who can earn nonpaid points towards retirement.

#### Categories and training requirements

##### Category A:

- ◆ All Guard units
- ◆ Reserve Combat/Combat Sustaining Units

##### Category B:

- ◆ Individual mobilization augmentees in Reserve Sections MA, MB, ME and MR\*
- ◆ IMAs in Reserve section MC\*\*

\*IDTs required: 48; pay: yes; points: yes; annual training required: 12-14 days

\*\*IDTs required: 24; pay: yes; annual training required: 12-14 days

##### Category E

- ◆ Medical Participating Individual Ready Reserve
- ◆ AF admissions liaison officer
- ◆ Chaplain reinforcement designees
- ◆ Civil Air Patrol Reserve Assistance Program
- ◆ Judge Advocate Reinforcement Designees
- ◆ Ready Reinforcement Personnel Section

**Points required:** 50 (minimum of 16 through IDT, AT/ADT/ADSW/MPA, or any combination); pay: no (pay is authorized for MPA active-duty tours only); points: yes; minimum active-duty training required: none

**AIR RESERVE PERSONNEL CENTER****Finding new assignments**

Assignment and job information is available from a variety of sources.

**Internet**

The establishment of the Air Force Personnel Center, Air Force Reserve Command, AGR Management Office and Air Reserve Personnel Center sites on the Internet make information on jobs sources easy to access.

Unit and individual mobilization augmentee vacancy information, Active Guard and Reserve tour positions and Air Reserve Technician listings are available through links on the ARPC Web site "Assignments" section at <http://arpc.afrc.af.mil/assignments>.

**Recruiters**

Air Force Reserve recruiters can help find positions and facilitate the transfer for people who are currently civilian,

active duty, Air National Guard, inactive, or a member of another branch of service.

The nearest Reserve recruiter may be reached at 800-257-1212 or online at <http://www.afreserve.com/contact.asp>. People can also write the IMA Recruiting Liaison Office at 6760 E. Irvington Place, Denver, CO 80280-9500 or call 800-525-0102.

**Transferring assignment positions**

For current participating reservists, once you have located and secured a new assignment position, you may initiate transfer by completing an Air Force Information Management Tool 1288, "Application for Ready Reserve Assignment."

Current program managers and commanders provide endorsement for release and gaining program managers and commanders provide assignment information then forward to ARPC/DPAAB for assignment processing.





## AIR RESERVE PERSONNEL CENTER

**Activation of individual reservists****Availability**

There are two ways individual reservists can be recalled to active duty -- voluntary and involuntary activation.

☐ **Voluntary activation** - Airmen's availability to support a contingency is considered as part of the selection criteria. Their commander or commander's representative may call and ask if they are available and willing to be activated. Reservists may also call the Air Reserve Personnel Center Personnel Readiness Division, ARPC/XPC at 800-525-0102, to let them know of their availability, which is then tracked in a database and disseminated upon request to supporting commands.

☐ **Involuntary activation** - Airmen of the Selected Reserve (individual mobilization augmentees and unit reservists) must be available to report within 24 hours of notification. All other categories of reservists (Standby, IRR, Retired Reserve and active-duty retirees) have five days to report after notification.

For this reason, it is extremely important to maintain accurate mailing and e-mail addresses, as well as phone numbers with ARPC and, for participating reservists, military supervisors and units of assignment/attachment. To keep your information up to date log on to vPC-GR.

**Activation Authorities**

Title 10 USC	Type	Numbers	Authority
12301(d)	Volunteer	Unspecified	SECAF
12304	PRC	200,000	President
12302	Partial	1,000,000	President
12301(a)	Full	Unlimited	Congress
12301(b)	Involuntary	Unspecified	SECAF

**Notification of activation**

Airmen are notified of activation by one or more of the following methods:

☐ Telephone call from their commander, commander's representative, major command or central program manager.

☐ Orders mailed (first class, return receipt requested, overnight, special delivery).

☐ Announcement by a government official.

Reservists are given a report-not-later-than date. If they do not receive written orders before the departure date, they are authorized to travel without them. When written orders are received, they confirm the verbal order received over the phone.

Copies of written orders are sent to the Airman's owning program manager, initial duty location, servicing military personnel flight and the home of record. Reservists must ensure they arrive within the guidelines set forth in the re-

porting instructions.

Airmen may travel by private auto, but will only be reimbursed for the price of a one-way airline ticket. Commercial air travel must be arranged through the local Traffic Management Office.

When traveling, Airmen are considered on active duty and are entitled to active-duty benefits and privileges. They are also subject to the Uniform Code of Military Justice.

**Responsibilities upon involuntary activation****Reservists should:**

☐ Be prepared to travel and report according to either the verbal or written instructions provided. Dependents are not authorized to travel with them under any circumstance.

☐ In-process through the base MPF personnel readiness unit.

☐ Be prepared to begin work immediately.

☐ Have enough money to sustain them and their family until they receive military pay (about four weeks).

☐ Hand carry all certification/accreditation documentation for professional skills and training records.

**For Reservists living outside the United States**

Airmen who live overseas and report to the continental United States or another overseas location present unique challenges. They may be alerted to initiation of activation through the local news media. Airmen should contact the nearest military installation for confirmation and assistance in arranging travel.

**Request for delay or exemption in reporting**

A delay is a postponement of not more than 30 days in reporting to active duty. Exemption is the total relief from the order to active duty.

Requests for a delay or exemption in reporting to active duty are administered by the program manager's office for IMAs assigned to MAJCOMs or other agencies.

ARPC Separations Branch, ARPC/DPPRS, administers requests for IMAs assigned to the chaplain, medical, legal career fields; Air Force Element IMAs; and individual reservists assigned to the Individual Ready Reserve, Standby Reserve and retired Reserve.

All requests must meet the requirements established in Air Force Handbook 10-416, *Personnel Readiness and Mobilization*.

Any Airman whose situation requires a permanent exemption is reassigned to a nonparticipating status or discharged. Airmen with a disqualifying medical condition are recommended for discharge.

**Mobilization readiness folder**

Maintaining the mobilization folder with current data as outlined is one of the best ways to prevent many personnel

*Activation continued next page*



## AIR RESERVE PERSONNEL CENTER

### Activation of individual reservists (continued)

data problems for members and their family.

**The folder should consist of, but is not limited to:**

- ☐ Certified copy of marriage certificate.
- ☐ Certified copies of birth certificates for the Airman and authorized family members.
- ☐ Certified copies of court orders or decrees pertaining to family members.
- ☐ Immunization record: Public Health Service Form 731, *International Certificate of Vaccination*.
- ☐ Copy of order or mailgram ordering to active duty.
- ☐ AF Form 2293, *U.S. Air Force Motor Vehicle Operator Identification Card*.
- ☐ ID card.
- ☐ Passport, if applicable.
- ☐ SGLV Form 8286, *Servicemembers' Group Life Insurance Election and Certificate*, dated after April 1, 1996.
- ☐ DD Form 93, *Record of Emergency Data*, printout from virtual MPF.
- ☐ AF Form 165, *General Power of Attorney*, or AF Form 831, *Special Power of Attorney*, if applicable.
- ☐ AF IMT 357, *Family Care Certification*.
- ☐ Most current copy of their civilian medical history (including a record of past illness or injuries not recorded in the military medical record). Also maintain a copy of the latest military physical examination.

**Members should also bring:**

- ☐ Eye glass prescription (if applicable).
- ☐ Two pairs of eye glasses (if applicable).
- ☐ Last dental examination (military or civilian).
- ☐ A 30-day supply of all medications (if applicable).
- ☐ Civilian clothing.
- ☐ Servicable military uniform and accessories including boots and duffel bag.
- ☐ DD Form 214, *Certificate of Release or Discharge from Active Duty*.

- ☐ Two dog tags.

**Actions to take before activation**

**Reservists should:**

- ☐ Ensure all legal, business and personal matters are arranged to be carried out in their absence.
- ☐ Ensure eligible family members are pre-enrolled in the Defense Enrollment Eligibility Reporting System.
- ☐ Update DD Form 93, *Record of Emergency Data*, through Virtual MPF.
- ☐ Arrange eligible family member care.
- ☐ Prepare a will.
- ☐ Prepare power of attorney.
- ☐ Familiarize family members with insurance policies.
- ☐ Have serviceable military uniforms.
- ☐ Have a current military ID card.

#### Military pay

The Air Force Direct Deposit Program is mandatory. With direct deposit, pay is deposited directly to the designated account.

To view the latest Leave and Earnings statement, Airmen must have a myPay account. To sign up for a myPay account, visit <https://mypay.dfas.mil/mypay.aspx>.

To start direct deposit, Airmen must send a completed SF Form 1199A, *Direct Deposit Sign-Up Form*, to their Reserve pay office. The form is available from most financial institutions or local active duty finance offices.

In the event of financial hardship, Airmen may be entitled to a partial payment (pay and allowances). Contact the accounting and finance office at the reporting location for assistance.

An Airman's pay and allowances start on the first authorized travel day. Airmen should bring:

- ☐ Government Travel Card (if authorized).
- ☐ Necessary cash to defray expenses until pay record is established.
- ☐ All checking and savings account numbers, as well as the names and addresses of financial institutions.

#### Leave

Commanders may authorize leave on an individual basis. Airmen accrue 2.5 days of leave per month of active duty for tours of 30 or more consecutive days.

Leave is used by completing an AF IMT 988, *Leave Request/Authorization*, and having supervisors mail Part I of the form to the RPO to obtain the leave control number. After leave is taken, Airmen complete Part III and mail to the RPO. Part II is for the Airman's records.

Upon request, Airmen may receive payment for the unused leave, not to exceed 60 days in their Air Force career (the 60-day limitation does not apply to Airmen involuntarily recalled to active duty).

Airmen may carry forward days accrued on a military personnel appropriation, or MPA, tour into a mobilization tour.

Leave earned while on a mobilization tour does not count toward the 60 day limit for carryover. The Reserve pay office maintains the AF IMT 1934, *Leave Record-Air Reserve Forces*.

The Airman has three options for leave earned before mobilization:

- ☐ Request payment for leave earned before the mobilization tour starts.
- ☐ Take leave earned before mobilization while mobilized.
- ☐ Wait until the end of the mobilization tour and request payment for all unused leave.



## AIR RESERVE PERSONNEL CENTER

## Retired Reserve

**The Retired Reserve consists of two categories:**

- ☐ Those receiving retired pay (Retired Reserve Section ZB) and
- ☐ Those who have met all requirements for retired pay except for attainment of age 60 (Retired Reserve Section ZA).

**Eligibility**

To attain eligibility for retired pay at age 60, reservists must complete at least 20 years of satisfactory service. Airmen meeting the eligibility requirements for pay at age 60 are issued a "Notification of Eligibility for Retired Pay at Age 60" letter and are eligible to participate in the Reserve Component Survivor Benefit Plan, or RCSBP.

Airmen eligible for retired pay under Title 10, U.S.C., 12731 are eligible for certain benefits before they reach age 60.

First, upon receipt of the notification letter, they may elect to participate in the RCSBP (see details on Pages 22-23). This plan allows Airmen to provide an annuity of up to 55 percent of retired pay to an eligible, designated beneficiary upon their death. The cost of the RCSBP coverage is not paid until the Airman starts receiving Reserve retired pay at age 60.

Second, upon transfer to the Retired Reserve, they may participate in open mess functions if authorized by the installation commander; wear the uniform on appropriate occasions; possess an ID card, DD Form 2AF; and use space-available air transportation. They are also authorized full access to a base exchange and commissary.

Third, full-time coverage under the Veterans' Group Life Insurance program is also available (see details on Page 25).

Information on this program is forwarded upon transfer to the Retired Reserve, or call 800-419-1473 to obtain an application.

Fourth, persons in Retired Reserve Section ZA are automatically furnished applications to apply for retired pay about four months before attaining age 60. The person completes the application forms and returns them to HQ ARPC/DPPR at least 45 days before the retired pay effective date for processing.

Upon receipt of retired pay at age 60, persons receive the same benefits that accrue for retired members of the active Air Force (see Page 18).

If qualified, Airmen who meet the conditions of maximum age, maximum service, or are twice deferred for promotion, will automatically be transferred into the Retired Reserve unless the Airman applies to be discharged.

Voluntary Retirement: Effective July 31, 2006, reservists should apply for transfer to the Retired Reserve using the vPC-GR (virtual Personnel Center - Guard/Reserve). General officers and ANG members will continue to use the Air Force Information Management Tool 131, *Application for Transfer to the Retired Reserve*, available online at <http://www.e-publishing.af.mil/forms>. The ANG will be able to apply online in 2007. The exact activation date has not been determined.

Guard and Reserve Airmen may also qualify for immediate retired pay by accumulating at least 20 years of total active federal military service (Title 10, U.S.C., 8911/8914). They apply by using the vPC-GR, <https://arpc.afrc.af.mil/vPC-GR/default.asp>.

## Point valuation for retirement benefits (2007) Reservists and Guard members

The point valuation chart on Page 16 allows reservists to determine what their approximate gross monthly retired pay may be.

The exact amount they receive is determined when they apply for retired pay and is computed on the base pay in effect when retired pay is granted.

Service for base pay is the total years of military service (both active and inactive).

Airmen can also calculate their retired pay by using the retirement benefits calculator located on the ARPC Web site at [http://arpc.afrc.af.mil/tools/rcsbp\\_calculator/default.asp](http://arpc.afrc.af.mil/tools/rcsbp_calculator/default.asp).

### Example

**Retired pay formula: points X point value = monthly pay**

A master sergeant with more than 26 years of service would use the factor .29196.

Assuming the Airman had accrued 3,250 points during the tenure of service and had attained age 60, the monthly retired pay would be computed by multiplying 3,250 by .29196 or about \$948.87.

Similarly, a lieutenant colonel with more than 26 years of service would use the factor .51202. After accruing

3,000 points and attaining age 60, the monthly retired pay is computed by multiplying 3,000 by .51202 or about \$1,536.06.

Eligible reservists receive retired pay for life; upon their death, survivors may continue to receive a portion of pay only if the Airman elected coverage under the Reserve Component Survivor Benefit Plan or the Survivor Benefit Plan.



## AIR RESERVE PERSONNEL CENTER

### Point Valuation for Retirement Benefits (2007) Reservist and Guardmembers

*Military Pay Rates Effective Jan. 1, 2007*

Highest Grade Held	Over 20 years service		Over 22 years service		Over 24 years service		Over 26 years service	
	Base Pay	Point Value	Base Pay	Point Value	Base Pay	Point Value	Base Pay	Point Value
General	\$13,659.00	.949	\$13,725.90	.953	\$14,011.20	.973	\$14,508.60	1.008
Lt. Gen.	\$11,946.60	.830	\$12,118.50	.842	\$12,367.20	.859	\$12,801.30	.889
Maj. Gen.	\$11,319.00	.786	\$11,598.30	.805	\$11,598.30	.805	\$11,598.30	.805
Brig. Gen.	\$10,236.00	.711	\$10,236.00	.711	\$10,236.00	.711	\$10,287.90	.714
Colonel	\$8,180.10	.568	\$8,395.20	.583	\$8,613.00	.598	\$9,035.70	.627
Lt. Col.	\$7,158.00	.497	\$7,373.10	.512	\$7,373.10	.512	\$7,373.10	.512
Major	\$6,252.30	.434	\$6,252.30	.434	\$6,252.30	.434	\$6,252.30	.434
Captain	\$5,355.90	.372	\$5,355.90	.372	\$5,355.90	.372	\$5,355.90	.372
1st Lt.	\$3,936.60	.273	\$3,936.60	.273	\$3,936.60	.273	\$3,936.60	.273
2nd Lt.	\$3,106.50	.216	\$3,106.50	.216	\$3,106.50	.216	\$3,106.50	.216
O-3E*	\$5,715.90	.397	\$5,715.90	.397	\$5,715.90	.397	\$5,715.90	.397
O-2E*	\$4,558.80	.317	\$4,558.80	.317	\$4,558.80	.317	\$4,558.80	.317
O-1E*	\$3,857.40	.268	\$3,857.40	.268	\$3,857.40	.268	\$3,857.40	.268
WO (W-5)	\$5,845.80	.406	\$6,046.50	.420	\$6,247.50	.434	\$6,450.00	.448
WO (W-4)	\$5,392.20	.374	\$5,574.90	.387	\$5,754.90	.400	\$5,938.80	.412
WO (W-3)	\$4,751.40	.330	\$4,824.60	.335	\$4,984.20	.346	\$5,143.20	.357
WO (W-2)	\$4,191.00	.291	\$4,332.30	.301	\$4,475.40	.311	\$4,475.40	.311
WO (W-1)	\$3,856.20	.268	\$3,856.20	.268	\$3,856.20	.268	\$3,856.20	.268
CMSgt.	\$4,821.60	.335	\$5,010.30	.348	\$5,209.20	.362	\$5,512.80	.383
SMSgt.	\$4,161.30	.289	\$4,347.30	.302	\$4,450.50	.309	\$4,704.90	.327
MSgt.	\$3,644.10	.253	\$3,814.80	.265	\$3,925.20	.273	\$4,204.20	.292
TSgt.	\$3,064.50	.213	\$3,064.50	.213	\$3,064.50	.213	\$3,064.50	.213
SSgt.	\$2,582.10	.179	\$2,582.10	.179	\$2,582.10	.179	\$2,582.10	.179
SRA	\$2,062.80	.143	\$2,062.80	.143	\$2,062.80	.143	\$2,062.80	.143
A1C	\$1,729.20	.120	\$1,729.20	.120	\$1,729.20	.120	\$1,729.20	.120
AMN	\$1,458.90	.101	\$1,458.90	.101	\$1,458.90	.101	\$1,458.90	.101
AB	\$1,301.40	.090	\$1,301.40	.090	\$1,301.40	.090	\$1,301.40	.090

\*Commissioned Officers with over four years active duty service as an enlisted member or warrant officer





## AIR RESERVE PERSONNEL CENTER

**Regular, Guard and Reserve retired pay formula**

Retired pay for Airmen who first joined any military service before Sept. 8, 1980, is based on the pay scale in effect when they start receiving retired pay. This formula applies to Airmen retiring under 10 U.S.C., Sections 12731 (Reserve), 8911 (active-duty officer) and 8914 (active-duty enlisted).

Retired pay for Airmen who first joined any military service on or after Sept. 8, 1980, is computed using the average of the 36 months of base pay for the Airman's grade and years of service before the effective date of retired pay (normally the 60th birthday). Total the military base pay for the 36 months before receiving retired pay and divide by 36. This figure can then be calculated into a point value

figure to be used when computing retired pay for Airmen retiring under 10 U.S.C. 12731.

Total retirement points will still be used to compute retired pay for Airmen retiring under 10 U.S.C. 12731. This formula applies to Airmen retiring under 10 U.S.C., Sections 12731, 8911 and 8914.

Those who joined any military service on or after Aug. 1, 1986, and elect to receive a 15-year career status bonus under Title 37, Section 322, will have their retired pay reduced by 1 percent for each year of service short of 30 years.

The 1 percent reduction is removed and retired pay permanently restored at age 62. This formula only applies to Airmen retiring under 10 U.S.C. 8911 and 8914.

If you first joined any military component:	Monthly retired pay based on:		Annually increased by COLA equal to:
BEFORE Sept. 8, 1980, retired under 10 USC 12731, 8911, 8914	$\left( \text{Years of service} \right) \times \left( 2.5\% \right) \left[ \text{Up to 75\%} \right] \times \left( \text{Basic pay in effect when retired pay starts\#} \right) = \text{Monthly retired pay}$		Annual change in Consumer Price Index (CPI)
ON or AFTER Sept. 8, 1980, retired under 10 USC 12731, 8911, 8914	$\left( \text{Years of service} \right) \times \left( 2.5\% \right) \left[ \text{Up to 75\%} \right] \times \left( \text{Average of highest 36 months of basic pay} \right) = \text{Monthly retired pay}$ <p>(Note) Guard/Reserve who separate before age 60 have High 36 pegged at time of separation Guard/Reserve who transfer to retired reserve until age 60 have High 36 computed at age 60</p>		Annual change in CPI
Aug. 1, 1986 and AFTER, retire under 10 USC 8911, 8914*	$\left( \text{Years of service} \right) \times \left( 2.5\% \right) \left[ \text{Max 75\% initially Reduced 1\% per year short of 30; restored permanently at age 62} \right] \times \left( \text{Average of highest 36 months of basic pay} \right) = \text{Monthly retired pay}$		Annual change in CPI unless one percentage point with one time catch up adjustment at age 62
Retired under 10 USC 12731	Guard and Reserve	$\frac{\text{Retirement Points}}{360} =$	Years of service

\* Applies only to Airmen accepting 15-year career status bonus.

# 2007 figures available on Page 16.

Note:

10 USC 1273 - Guard and Reserve age 60 retirement annuity delayed until age 60

10 USC 8911 - Active duty retirement (officers - regular, Guard, Reserve) immediate annuity

10 USC 8914 - Active duty retirement (enlisted - regular, Guard, Reserve) immediate annuity

The 2007 National Defense Authorization Act changed the retired pay multiplier for Airmen retiring after Dec. 31, 2006, with more than 30 years of service, from a maximum of 75 percent to the sum of 75 percent and the product (stated as a percentage) of 2.5 percent and the Airman's years of creditable service in excess of 30 years of creditable service.



## AIR RESERVE PERSONNEL CENTER

### Age 60 retirement benefits

There are additional benefits awaiting Airmen eligible for retired pay at age 60. (See "Eligibility" on the Retired Reserve fact sheet, Page 12.)

Probably the most important benefit for a retired reservist is retired pay. Monthly checks are dated the first day of the month following the month earned.

The Air Force uses direct deposit to pay retired Airmen. Therefore it is important they return the Standard Form 1199A, *Direct Deposit Sign-up Form*, with their pay forms. The pay application forms should be returned to HQ ARPC/DPPR at least 45 days before the retired pay effective date (normally the 60th birthday).

The DD Form 2 (retired/blue) ID card can be obtained from the nearest military installation on or after the Airman's 60th birthday. Eligible family members of reservists are eligible to receive a DD Form 1173, *Uniformed Services Identification and Privilege Card*.

Many benefits await blue ID card holders including unlimited visits to commissaries and exchanges.

#### Tricare medical

The DOD's regional managed health care program for service families is in operation throughout the United States, with a uniform benefit and cost structure. Persons eligible for Tricare benefits have three options: Tricare Prime, Tricare Extra and Tricare Standard (the same as standard CHAMPUS). (See more details about Tricare on Page 27-28.)

#### Delta Select USA/

##### Tricare retiree dental program

Members of the uniformed services entitled to retired pay, and members of the Retired Reserve entitled to retired pay but younger than age 60 are eligible for the Tricare retiree dental program.

Also included are spouses of eligible Airmen who enroll in the program, eligible children and nonremarried surviving spouses and children of deceased Airmen who were covered.

This voluntary dental plan is administered by the DDP Delta division of the Delta Dental Plan of California. Services are provided in the United States, District of Columbia, Puerto Rico, Guam, U.S. Virgin Islands, American Samoa, Commonwealth of the Northern Mariana Islands and Canada.

Enrollees pay premium costs; there is no government contribution.

Premiums are collected through monthly payroll deductions for those receiving retired pay; or, if the Airman isn't drawing retired pay, by direct monthly billing.

Enrollment is handled by DDP Delta. Retirees must enroll for at least 24 months. The 24-month commitment is determined by each person's enrollment date. After the 24-month commitment, an enrollee may choose to remain enrolled month by month. For enrollment, changes to enrollment and enrollment inquiries, contact:

DDP Delta Tricare Retiree Dental Program

P.O. Box 537008

Sacramento, CA 95853-7008

888-838-8737

or visit their Web site at [www.ddpdelta.org](http://www.ddpdelta.org).

#### Concurrent Receipt

The 2005 Authorization Act also speeds up concurrent receipt payments for retirees rated 100 percent disabled. In the past, retirees had their pay docked dollar for dollar by the amount of disability payments the Department of Veterans Affairs paid them.

In 2005, Congress authorized a phase-in process that would eliminate the concurrent-receipt prohibition over a decade. Veterans who are 100 percent disabled began receiving their entire retirement pay Jan. 1, 2007.

#### Other retirement benefits

☐ **Legal assistance** - Retirees can receive legal advice and assistance on personal civil matters on a space-available basis.

☐ **Services** - There are many activities offered in the services program such as arts and crafts, bowling, golf and other outdoor recreation activities on a space-available basis.

☐ **Theater** - Base theaters offer first-run movies for about half the cost of an off-base theater.

☐ **Package liquor store** - Many bases offer a package liquor store where many brand-name beverages are stocked.

☐ **Space-available travel** - Retirees can travel on space-available military air to almost anywhere in the world.

Family members with valid ID cards (DD Form 173) can travel within the continental United States and overseas with the Airman. (See Page 19 for more information.)



## AIR RESERVE PERSONNEL CENTER

## Space-A travel

Space-available travel is authorized for members of the Air National Guard, Air Force Reserve, retirees and family members. Airmen in an active status must present their DD Form 2, *Armed Forces of the United States-Geneva Identification Card*, along with a completed DD Form 1853, *Authentication of Reserve Status for Travel Eligibility*.

Airmen who have received official notification of eligibility for retired pay at age 60 must present their ID card and notification letter.

Active ANG/Reserve members on a two- or three-day pass and on active duty in an overseas area for any length of time can use Space-A travel. The documents required are an ID card and active duty orders authorizing the Airman to be in the assigned overseas area. Dependent travel is not authorized until the Airman reaches age 60.

Family members are eligible to accompany the Airman on CONUS and overseas flights after the Airman has reached age 60 and has obtained a DD Form 2 (retired/blue) ID card or a 20-year letter.

Dependents must possess a DD Form 1173, *Uniformed Services Identification and Privilege Card*.

Space-A travelers no longer have to revalidate at passenger service counters at two-week intervals. They may now sign up for the full 60 days. This also applies to the traveler trying to come home from abroad. It is important to sign up as soon as they land overseas.

Passengers are processed in priority order by their sign-in time (Julian date). Some terminals may collect a head tax or a federal inspection fee from Space-A passengers on commercial contract missions. Meals may be provided at a nominal fee out of most air terminals while traveling on military aircraft. Meal service on AMC Category B full planeload charters is complimentary.

Names are removed from the Space-A register if selecting, manifesting or boarding is denied for miscellaneous reasons (excess baggage, improper attire, etc.). Space-A travelers are

processed on a first-in, first-out basis within their category of travel, and they must be aware of the following facts:

☐ Official duty passengers have priority over Space-A passengers.

☐ Reservations cannot be made for any portion of the trip.

☐ ANG and Reserve members and retirees are in Category VI.

☐ Long, uncomfortable and frequent costly waiting periods may be encountered at military and commercial aerial ports.

☐ The U.S. government is not obligated to provide transportation for Space-A passengers to or from desired destinations.

☐ Summer months are peak travel times because most active duty Airmen and their family members are traveling to new assignments.

Retired Airmen and their eligible family members must present valid passports/visas, ID cards and immunization records as required. Each passenger may check two pieces of baggage 70 pounds each, up to 6 linear inches in size.

When Airmen are traveling and an emergency at home arises, they may be upgraded to Category I by the installation commander or designated representative. Airmen should have the emergency verified by the Red Cross before attempting an upgrade.

Airmen traveling aboard Air Force and commercial contract (chartered) aircraft, regardless of duty status or destination, have the option to wear civilian clothing that is neat, clean, warm enough for inflight operations, and appropriate for the mode of travel and destination. Passenger service specialists can answer questions regarding foreign destinations' attire requirements.

For details on Space-A travel, contact the passenger terminal or aerial port at the nearest installation. Also, base retiree activities offices maintain an aerial port information file.

**Space-A Terminals**

Andrews Air Force Base, Md.  
Charleston International Airport, S.C.\*  
Dover Air Force Base, Del.  
McChord Air Force Base, Wash.  
McGuire Air Force Base, N.J.  
Norfolk Naval Air Station, Va.  
Patrick Air Force Base, Fla.  
Scott Air Force Base, AFB, Ill.  
Travis Air Force Base, Calif.

**Commercial number**

301-981-1854/3604  
843-963-3083/3048  
302-677-4088  
253-982-7259  
609-754-5023/2864  
757-444-4148/4118/3947  
321-494-5631  
618-256-2014/3017/4042  
707-424-1854

**DSN number**

858-1854/3604  
673-3083/3048  
445-4088  
382-7259  
650-5023/2864  
564-4118/4148  
854-5631  
576-2014/3017/4042  
837-1854

**Fax number**

301-981-4241  
843-963-2396  
302-677-2953  
253-982-6815  
609-754-4621  
757-445-7501  
321-494-7991  
618-256-1946  
707-424-2048

\*Civilian airport, a \$10 fee is charged.



## AIR RESERVE PERSONNEL CENTER

### Veterans benefits - Reserve and Guard

There are certain U.S. Department of Veterans Affairs benefits for which reservists and their family members are eligible for if the Airman becomes disabled or dies from service-connected causes while in the Ready Reserve.

To be eligible, an Airman must be on active duty, annual training, active-duty support, military personnel appropriation funded active duty tour, active duty for training, including travel to and from, or inactive duty training. Travel to and from IDT qualifies for some benefits.

To be eligible, family members must meet the following requirements:

☐ Married to a servicemember who died on active duty, OR

☐ Married the veteran within 15 years of discharge from the period of military service in which the disease or injury that caused the veteran's death began or was aggravated, OR

☐ Married to the veteran for at least one year, OR

☐ Had a child with the veteran, AND

☐ Cohabited with the veteran continuously until the veteran's death or, if separated, was not at fault for the separation, AND

☐ Not currently remarried.

☐ Children must be unmarried and younger than 18. Certain physically-challenged children and those between 18 and 23 attending a VA-approved school qualify.

VA benefits are not automatic; they must be applied for. These agencies can help file claims if there is not a VA office nearby: personal affairs office at each installation, Red Cross, Disabled American Veterans and Veterans of Foreign Wars.

Those seeking VA benefits must have available, if applicable, original documents with raised seal of marriage and birth certificates, divorce decree, guardianship papers, adoption papers, "Notification of Eligibility for Retired Pay at Age 60" letter or card and DD Form 214, *Certificate of Release or Discharge from Active Duty*.

#### Dependency and indemnity compensation

Dependency and indemnity compensation is a VA monthly benefit payable to the surviving spouse, children and, in some cases, parents, if the Airman dies in the line of duty from disease or injury incurred on AD, AT, ADS, ADT, MPA mandays or IDT (injury only), including travel to and from duty. The VA makes the determination if DIC is payable.

DIC is payable to a surviving spouse regardless of any other income. Monthly payments are paid at a flat rate per month plus an additional amount for each child under the spouse's care regardless of the deceased Airman's grade. If there is no surviving spouse, any eligible children receive an annuity.

#### Disability compensation

If Airmen are disabled by an injury or disease incurred or aggravated on AD, ADS, AT, ADT, or MPA mandays — or an injury incurred or aggravated on IDT — and the injury or disease is determined to be in the line of duty, they should apply to the VA for compensation. If found eligible for disability compensation by the VA, they could receive monthly payments ranging from \$96 for 10 percent disability to \$1,989 for 100 percent. If rated at 30 percent or more, they are entitled to additional allowances for family members including parents dependent on them for support. These amounts are adjusted annually.

#### Vocational rehabilitation

Reservists are eligible for vocational rehabilitation if they meet all three of the following conditions:

☐ They suffered a service-connected disability while on AD, ADS, ADT, AT, IDT or MPA mandays, which entitles them to compensation.

☐ They were discharged or released from the Reserve under honorable conditions.

☐ The VA determines that they need vocational rehabilitation to overcome an impairment to employment ability caused by service-connected disabilities.

#### Veterans Group Life Insurance

Veterans Group Life Insurance is issued in amounts from \$10,000 to \$400,000 in multiples of \$10,000. However, it cannot exceed the maximum amount of Servicemembers Group Life Insurance coverage the Airman had while in the participating Ready Reserve.

Those who feel they qualify for coverage because of an injury or disability or want to convert SGLI to VGLI can call the Office of Servicemembers' Group Life Insurance at 800-419-1473 or write 290 W. Pleasant Ave., Livingston, NJ 07039-2747. They will provide information on how to obtain VGLI. (See more about VGLI on Page 25.)

#### Service disabled veterans insurance

Reservists who incur a service-connected disability of 10 percent or more, as determined by the VA, from performing AD, ADS, ADT, AT, IDT or MPA mandays may be eligible for Service Disabled Veterans Insurance. The insurance is issued in amounts from \$1,000 to \$10,000, in multiples of \$500. An SDVI application must be made within one year of VA notification of eligibility. Airmen are eligible for both VGLI and SDVI.

*Veterans benefits continued next page*





## AIR RESERVE PERSONNEL CENTER

### Veterans benefits (continued)

Eligible children living with an ex-spouse may receive a portion of the DIC.

Monthly payments to parents depend on their income, not dependency upon the Airman. Payment to parents does not decrease payment to an eligible spouse or children.

#### Survivors and dependents education

A monthly allowance for as many as 45 months of full-time training or schooling can be paid by the VA to the children (ages 18-26) and spouses of reservists with permanent and total service-connected disabilities, or unmarried spouses of those who died of service-connected causes.

Handicapped children can receive benefits as early as age 14. A child's marriage is no barrier to education benefits.

Generally, the period of eligibility for a spouse or survivor is 10 years from the date VA determines that disability is total and permanent, or from the date of death.

#### Home loans

The surviving spouse (who has not remarried) of a reservist who died on AD, ADT, ADS, IDT or MPA mandays, or after release, as a result of service-connected causes may be eligible for the government-insured home loan benefits. Airmen who have completed six years in the Selected Reserve are eligible for a home loan if they are not otherwise eligible for home loan benefits.

#### Civilian health and medical program — VA

This is a medical program through which the VA helps pay for medical services and supplies obtained from civilian sources. The following persons are eligible for CHAMPVA, provided they are not eligible for Tricare, CHAMPUS or Medicare:

- ☐ The spouse or children of a reservist who has total permanent disability resulting from a service-connected disability.
- ☐ The surviving spouse or children of a reservist who died as a result of service-connected disability.

#### Burial flags

The VA provides a U.S. flag to drape the casket of most deceased veterans, retirees, reservists entitled to retired pay, and members and former members of the Selected Reserve.

When burial is in a national, state or post cemetery, a flag is provided.

When burial is in a private cemetery, flags may be obtained from VA regional offices, national cemeteries and most U.S. post offices by submitting a VA Form 2008, *Application for United States Flag for Burial Purposes*, to any of these agencies.

#### Presidential Memorial Certificates

A Presidential Memorial Certificate, signed by the president to honor the memory of honorably discharged deceased veterans, may be requested from the VA.

The PMC expresses the country's grateful recognition of the veteran's service in the U.S. armed forces. Eligible recipients, or someone acting on their behalf, may apply for a PMC by contacting VA, 800-827-1000. They will connect you with your regional VA office for further information. Requests cannot be submitted via e-mail.

#### Burial in national cemetery

Members of reserve components who die while performing, or as a result of performing AD, ADT, ADS, AT, IDT or MPA mandays, may be eligible for burial in a national cemetery.

Reservists who would have been eligible for retired pay at age 60 are eligible. Burial is also available to an eligible spouse and children.

#### Death gratuity

The 2006 National Defense Authorization Act increases the death gratuity paid to survivors when a military member dies on active duty to \$100,000.

#### Casualty assistance

If a reservist dies as the result of an injury or disease incurred while performing AD, ADS, ADT, IDT or MPA mandays, a casualty assistance representative from the nearest Air Force base is assigned to assist his or her family members in applying for benefits.

This includes those from Air Force, VA, Social Security and other agencies. For participating Airmen who died in a nonduty status, assistance may be obtained from the Airman's servicing military personnel flight.

For retired reservists awaiting pay at age 60, contact HQ ARPC/DPPE for casualty assistance at 800-525-0102.



## AIR RESERVE PERSONNEL CENTER

# Reserve Component Survivor Benefit Plan

To ensure their family continues to receive a portion of their future retirement income, reservists must apply for the Reserve Component Survivor Benefit Plan within 90 days of receiving the package by certified mail.

The RCSBP is the only program to provide a surviving spouse a guaranteed lifetime income just as the retiree is guaranteed retired pay during his or her lifetime unless the retiring Airman elects not to participate.

The maximum annuity is 55 percent of the retired pay. An established annuity increases automatically at the same rate as retired pay based on Consumer Price Index increases.

**Note: Airmen pay nothing until they begin drawing retired pay at age 60.**

## Eligibility

Once reservists are notified that they qualify for retired pay at age 60, they are eligible for RCSBP. They must choose this coverage during the 90-day period beginning the day the "Reserve Component Survivor Benefit Plan Information" packet is signed for, regardless of their military status, age or health.

Complete information on RCSBP is included in the packet sent by certified, return-receipt mail, along with the Airman's 20 year letter.

**Note: If an Airman dies after becoming eligible for retired pay at age 60 but before being notified of his or her eligibility by HQ ARPC/DPP, or if he or she dies after receiving the RCSBP packet but before making a choice within the 90-day period, the spouse/children receive an immediate annuity.**

The chance to choose RCSBP could very well be a one-time opportunity. Many retirees think that they can become RCSBP participants any time during their retirement. This is not true.

Although retirees have been afforded the opportunity to enroll several times since SBP became law in 1972, it should be considered as a "now or never" decision.

There were four open seasons legislated in 1981, 1992, 1999 and 2005 by Congress because significant changes and improvements had been made to the plan. However, with open seasons come a cost penalty of up to 11 percent and a survival clause, meaning that the retired Airman has to live two years after submitting an election before RCSBP coverage becomes effective. When enrolling at retirement (age 60), the cost is less and there is no survival clause.

## Options

Reservists have three RCSBP options:

☐ Option A -- Decline to make an RCSBP election until they reach age 60. They remain eligible to elect SBP coverage at age 60. No RCSBP is payable to the beneficiaries if the Airman dies before age 60.

☐ Option B -- Choose coverage for an annuity to begin on their 60th birthday if they die before age 60, or to begin

immediately if they die after age 60.

☐ Option C -- Choose coverage for an annuity to begin immediately upon their death, whether they die before or after age 60.

## Designating a beneficiary

Reservists may choose one of the following designations:

☐ **Spouse only** -- To be eligible for an annuity, the spouse must be married to the reservist when the RCSBP election is made and on the date of the Airman's death. Spouses must be married to the reservist for one year or be the parent of a child by that marriage. If Airmen have eligible children and elect spouse only and the spouse dies or otherwise becomes ineligible to receive the annuity, the annuity does not pass on to the children. To continue the annuity to an eligible child, they need to elect spouse and children coverage.

☐ **Children only** -- Child coverage is limited to unmarried children younger than age 18, or 22 if a full-time student, or any age if disabled and incapable of self support (if disability existed before age 18 or occurred between 18 and 22 while a full-time student).

☐ **Spouse and children** -- Same limitations as above.

☐ **Former spouse only** -- When designated by court of law as directed by final dissolution of marriage.

☐ **Former spouse and dependent child** -- Covered child must have resulted from the marriage to the former spouse. This choice prevents payment of an annuity to the Airman's current spouse or children from marriages other than to the former spouse designated as a beneficiary.

☐ **Other persons with an insurable interest in the reservist** -- An insurable interest person is one who has a basis to expect some financial benefit or advantage from the continuance of the Airman's life. This option only applies if the Airman is unmarried and has no dependent children at the time of election.

If the Airman is not married and has no dependent children, he or she may elect coverage for an insurable interest person. This must be a person (not a company, organization, fraternity, trust, etc.). It may be a close relative or business partner. If the Airman is not married and has only one child, he or she may elect insurable interest coverage for that child regardless of the child's age or dependency status. Any other person may qualify if the Airman provides proof showing that person benefits in some manner from the Airman's continued life (for example, a business partner).

## Annuities

☐ **Base amount for computing annuity** -- The amount of the annuity is about 55 percent of the base amount the reservist selects. The base amount can be full retired pay or a reduced amount. The least amount the Airman may elect is \$300. For

*RCSBP continued next page*



## AIR RESERVE PERSONNEL CENTER

**Reserve Component Survivor Benefit Plan (continued)**

an Airman electing Option B or C, the annuity is reduced by the amount of the cost of the RCSBP program (Reserve component cost), based on the Airman's age and the age of the beneficiaries at the time the Airman makes the election. The annuity is also affected by provisions in the law on the date the Airman became eligible for the RCSBP.

**❑ Amount received by the survivor of an Airman completing 20 years of qualifying service** -- The spouse receives about 55 percent of the base amount of retired pay designated.

**❑ Survivor Benefit Plan** - Under the old law, a survivor received 55 percent of an Airman's retirement pay until age 62, when it drops to 35 percent. The new law eliminates this reduction, but it is phased in:

- ◆ For months before April 2007: 45 percent
- ◆ For months after March 2007 and before April 2008: 50 percent
- ◆ For months after March 2008: 55 percent

**❑ Dependency and indemnity compensation reduction** -- The spouse/former spouse of an Airman who dies of a service-connected cause as a result of serving on active duty, active duty for training, or inactive duty training will have the annuity reduced by an amount equal to the dependency and indemnity compensation, or DIC, being paid.

If the Airman is older than age 60 at the time of death and DIC is greater than the RCSBP annuity, RCSBP is not paid and the spouse receives a refund of all money paid into RCSBP. If the RCSBP beneficiary is not a spouse/former spouse, no RCSBP annuity reduction is made, even if the beneficiary is a dependent receiving DIC.

**Other RCSBP provisions**

**❑ Automatic option** -- If the completed election form, ARPC Form 123, *Reserve Component Survivor Benefit Plan Election Certificate*, is not received at ARPC or postmarked within 90 days of receipt of the package, Airmen will be considered to have made an election. If married, that election will be Option C, if not married, Option A.

**❑ Spouse's remarriage** -- The RCSBP annuity stops if a spouse/former spouse remarries before age 55. The annuity can be reinstated if the remarriage ends, either through death or divorce. If the spouse/former spouse remarries after age 55, the RCSBP annuity continues.

**❑ Cost of RCSBP to Airman** -- There is no cost for RCSBP coverage until Airmen begin collecting retired pay at age 60. The cost is a percentage of the base amount designated, based on the Airman's age and the age of beneficiaries when RCSBP coverage was selected, and the option chosen. RCSBP cost increases by the same percentage as increases in retired pay.

The reduction in retired pay stops when there are no longer eligible beneficiaries with two exceptions: if Airmen elected child-only coverage, or if they elect insurable interest coverage and later cancel the coverage, monthly deduction continues for life.

**❑ Medical and other benefits for beneficiaries** -- If Airmen die before reaching age 60, the eligible spouse and children are entitled to medical care beginning on the Airman's 60th birthday. Before age 60, the spouse and children are entitled to unlimited commissary and exchange privileges.

**❑ Revocation** -- RCSBP election is basically irrevocable after the initial eligibility period. Certain exceptions are made for changes in marital or dependency status, or if the election was for a person with insurable interest.

Airmen have a one-year period to discontinue participation in the plan. **The one-year window opens on the second anniversary of receipt of retired pay and ends on the third anniversary. This discontinuation carries some penalties.** There are no refund of premiums properly collected, no benefits are paid in conjunction with previous participation, and Airmen may not resume participation for any category of beneficiary.

**❑ Federal service employees** -- Federal service employees may elect RCSBP coverage under both the Air Force RCSBP program and the Civil Service SBP program.

**❑ Retirement and estate planning** -- The cost of RCSBP is withheld from the gross retired pay and is not subject to federal income tax, but annuity payments are fully taxable for federal income tax purposes.

Airmen should check state inheritance and estate tax laws to determine if their state is one of the few that tax RCSBP annuities or immediately tax the beneficiary's expected lifetime annuity amount as a part of the total estate value. RCSBP annuities are not subject to federal estate tax.

**❑ Airmen who are single at the time of election or who divorce but remarry**, have one year from the time of marriage to add new spouse to their RCSBP election.



## AIR RESERVE PERSONNEL CENTER

### Servicemembers' Group Life Insurance

This is a U.S. Department of Veterans Affairs program that provides up to \$400,000 to beneficiaries payable upon death in a lump sum, or in 36 equal monthly installments if the Airman or beneficiary chooses.

**Full-time coverage.** Unless they decline the coverage, participating ready reservists assigned to a position requiring them to perform duty creditable for retirement purposes each year — are automatically enrolled in full-time Servicemembers' Group Life Insurance for \$400,000. Full-time coverage is in effect 365 days a year, regardless of duty status, and continues for 120 days after reassignment from a qualifying position. For totally disabled Airmen, full-time coverage may be extended by the SGLI office for as long as the total disability continues, not to exceed one year.

**Options.** By law, Airmen are covered for \$400,000 unless they elect reduced coverage or decline coverage in writing on an SGLV Form 8286. They may elect SGLI coverage in increments of \$50,000 up to a maximum of \$400,000. An increase, reduction or refusal of automatic coverage may only be done by submitting an SGLV Form 8286. If increasing a

previously less than full coverage election, an SGLV Form 8285 must be submitted.

**Beneficiaries.** It is preferable to specify beneficiaries by name. If specified "by law," beneficiaries of SGLI payments are paid as established by law: the entire payment is made to the spouse, or if there is no spouse, to the children in equal shares or, if none, to the Airman's parents in equal shares or, if none, to the executor of the estate or, if none, to other next of kin. Stepparents and stepchildren are not included in the "by law" chain. Airmen may designate any beneficiaries for whatever fraction of the total benefit without restrictions. If naming minor children, Airmen may want to seek legal advice. They may designate secondary beneficiaries and may change beneficiaries at any time.

**Cost.** Full-time \$400,000 coverage premium is \$26 per month. For those in a paid assignment, the cost is automatically withheld from their paycheck or annual tour paycheck. Those in nonpaid assignments (training Category E) do not pay direct premiums. Premiums will be deducted from the beneficiary settlement.

### SGLI coverage for family members

The Survivor Benefits Improvement Act of 2001 became Public Law 107-14, June 5, 2001, providing Servicemembers' Group Life Insurance, or SGLI, coverage to servicemembers' families.

SGLI coverage expanded to include insurable family members; an Airman's spouse and children. For Airmen covered under SGLI, their spouse and children are automatically covered. Airmen who do not want the additional coverage must decline the coverage in writing to keep from incurring the premiums.

The appropriate paperwork to decline the coverage is available via military personnel flights or armed forces recruiters.

Spouses and children will not be covered if the Airman is not covered under SGLI.

Airmen who elect to insure their spouses in an amount less than \$100,000 must complete the appropriate paperwork at their nearest MPF or recruiter. The amount of insurance coverage of an Airman's spouse may never exceed the amount of insurance coverage of the Airman.

Eligible children are covered free of charge. An Airman does not have the option to insure a child for less than \$10,000. An insurable child may not be insured under SGLI by more than one insured servicemember.

Premiums will be charged for spouse coverage if the Airman has SGLI coverage.

Premiums for spouse coverage are as follows:

Spouse's age	Monthly rate/\$1,000	Monthly cost/\$100K
Younger than 35	\$.06	\$6.00
35-39	\$.075	\$7.50
40-44	\$.10	\$10.00
45-49	\$.19	\$19.00
50-54	\$.28	\$28.00
55-59	\$.42	\$42.00
60 and older	\$.55	\$55.00

A spouse may elect to have an SGLI policy converted to an individual policy of insurance upon written application to the participating company selected by the spouse. In the event of an insured family member's death, the amount of insurance in force will be paid to the Airman.

In the event of the Airman's death before payment can be made, the amount of insurance in force will be paid to persons designated by the Airman.

For more information, visit the Department of Veterans Affairs Web site at [www.insurance.va.gov/sgliSite/FSGLI/sglifam.htm](http://www.insurance.va.gov/sgliSite/FSGLI/sglifam.htm).



**AIR RESERVE PERSONNEL CENTER****Veterans' Group Life Insurance**

This program provides five-year renewable term life insurance.

Air Guardsmen and reservists may convert their Servicemembers' Group Life Insurance coverage into Veterans' Group Life Insurance if they meet one of the following conditions:

☐ They are released from active duty or active duty for training under an order to duty that specifies a period of 31 days or more.

☐ They separate from the Guard or Participating Reserve.

☐ They are assigned to the Retired Reserve.

They may apply for VGLI if:

☐ They suffer an injury or disability and are rendered uninsurable at standard premium rates while performing AD or ADT under an order specifying a period of less than 31 days.

☐ They are assigned to the nonparticipating Individual Ready Reserve.

The amounts of insurance and beneficiary designations are the same as SGLI. The cost is based on the Airman's age. They must apply for VGLI within 120 days after separation, assignment to the IRR or transfer to the Retired Reserve to guarantee coverage with no medical questions.

Airmen have an additional year after that to apply but are required to answer medical questions.

To obtain VGLI coverage, an eligible Airman must:

☐ Obtain a VGLI application from any Veterans' Affairs Regional Office, or call the Office of Servicemembers' Group Life Insurance at 800-419-1473.

☐ Submit a completed application (SGLV Form 8714), the first month's premium and the following documents to OSGLI, 290 W. Pleasant Ave., Livingston, NJ 07039-2747:

☐ Copy of separation order and proof of SGLI coverage if separated from the Participating Ready Reserve.

☐ Copy of assignment order and proof of SGLI coverage if reassigned to the Retired Reserve.

☐ Copy of unit assignment order if assigned to the IRR.

**Thrift Savings Plan**

Members of the uniformed services became eligible to participate in the Thrift Savings Plan with the signing of 2001 National Defense Authorization Act.

Any member of the Air National Guard or Ready Reserve – IMAs, unit reservists and participating members of the Individual Ready Reserve – receiving pay are eligible to participate in the retirement and savings investment plan that has been available to civilian employees of the federal government since 1987. The purpose of TSP is to provide a retirement income. TSP offers participants the same type of savings and tax benefits that many private corporations offer their employees under the 401(k) plans.

TSP allows participants to save a portion of their pay in a special retirement account administered by the Federal Retirement Thrift Investment Board.

TSP differs from the military retirement system in that participation in the TSP is optional and not automatic. Airmen must sign up to participate. Airmen contribute to TSP from their own pay on a pretax basis, and the amount they contribute and the earnings attributable to their contributions belong to them.

The restrictions of having only two open seasons each year for civilian and military members to sign up for, stop, resume or change their Thrift Savings Plan contributions has ended.

Public Law 108-469 eliminated restrictions on contribution elections that have always been tied to TSP open seasons.

Enrollment forms and more information are available via the TSP Web site at [www.tsp.gov](http://www.tsp.gov). Reservists submit TSP enrollment forms to their Reserve pay office for processing.

**AIR RESERVE PERSONNEL CENTER****DEERS**

The Defense Enrollment Eligibility Reporting System is a computer-based eligibility data system for people entitled to medical care benefits.

DEERS is also designed to eliminate fraud, waste and abuse in the use of health benefits and privileges.

Reservists on active duty for more than 30 days must go to the customer service section of the military personnel flight to register themselves and eligible family members in DEERS.

MPFs will verify eligibility for DEERS benefits when Airmen apply for the DD Form 1172, *Application for Uniformed Services Identification Card*.

They must present marriage certificate and birth certificates for all children ages 21 and younger (ages 21-22 if handicapped or in college). They must also present tour orders for identification purposes.

Children who are full-time college

students ages 21 and 22 are authorized an active-duty dependent ID card for the length of the tour with the following documentation: A letter from the university's registrar office with the number of credits the student is taking, the degree they are pursuing and an estimated graduation date.

To obtain a Reserve dependent ID card for full-time college students, Airmen should take the above documentation to the nearest MPF. Recent changes in issuance procedures authorize base MPF commanders and security police commanders to lower grade requirements for verifying, authenticating and issuing ID cards if mission needs require it.

Obtain a copy of the completed DD Form 1172 from the MPF.

IMAs/PIRRs should mail the yellow completed copy to HQ ARPC/DPS, 6760 E. Irvington Place, Denver CO 80280-4005. Since DEERS is used to

verify Tricare claims and eligibility for treatment in military medical facilities, reservists must comply or be denied a Tricare claim or medical treatment.

**Retired Reserve**

Airmen awaiting retired pay at age 60 can obtain information to enroll their dependents in DEERS by calling HQ ARPC/DPS at 800-525-0102.

**Airmen receiving retire pay**

When they reach age 60, retirees should contact the closest military base to obtain a retired (blue) ID card for them (a former Airman would receive a DD Form 1173, tan card), and ID cards for eligible family members. Follow the instructions above for reservists on active duty tours.

Airmen and eligible family members are automatically enrolled in DEERS when the cards are issued.



## AIR RESERVE PERSONNEL CENTER

## Tricare

The Defense Department's regionally managed health care program with a uniform benefit and cost structure for service families is operational in the United States. Those eligible for Tricare benefits can choose from three options:

**Tricare Prime:** Reservists are eligible if on active duty orders for more than 30 days. Reservist's family members are eligible if the Airman is on active duty orders for more than 179 days. This is a voluntary "HMO-type" option. Those opting Tricare Prime enroll for a year at a time, and normally receive care from within the Prime network of civilian and military providers.

Covered services are like those of standard CHAMPUS, plus additional preventive and primary care services. For example, periodic physical exams are covered at no charge under Tricare Prime, but are not covered under Tricare Extra or Tricare Standard (CHAMPUS). Prime also covers certain immunizations that are not a benefit under Extra or Standard.

Airmen have the option of choosing or being assigned a "primary care manager" who furnishes most care and manages all aspects of their case, including referrals to specialists. Active-duty families do not have to pay an annual enrollment fee.

Others will, but there is no annual deductible, and copayments for services under Tricare are considerably reduced. Also, Airmen do not have to file claim forms when using network providers.

**Tricare Extra:** Reservist's family members are eligible if the Airman is on active duty orders for more than 30 days. In this option, Airmen do not have to enroll or pay an annual fee. On a visit-by-visit basis, they seek care from a provider who is part of the Tricare Extra network and get a discount on services and reduced cost-shares. Also, they do not have to file any claim forms when using network providers.

Airmen can get a list of the Tricare Extra providers by contacting the "health care finders" located in the various Tricare service centers in your region or by calling the toll-free number established by the Tricare regional contractor.

**Tricare Standard:** Reservist's family members are eligible if the Airman is on active duty orders for more than 30 days. This option is the same as the regular CHAMPUS program. It pays a share of the cost of covered health care services that Airmen obtain from a non-network civilian health care provider. There is no enrollment in Tricare Standard.

They pay the normal CHAMPUS deductible for outpatient care and their costsharing percentages are the same as regular CHAMPUS.

For more information, visit the Tricare Web site at [www.tricare.mil](http://www.tricare.mil).

**Reserve medical care** – Medical benefits for Guardsmen and reservists who are called to active duty changed significantly under provisions in last year's authorization act.

Recent changes made reserve component Airmen and their families eligible for medical care up to 90 days before a deployment.

A major change in the new act provides for considerably extended coverage after deployment as well.

Activated reserve-component Airmen are now eligible for one year of Tricare Standard coverage for each 90 days of active duty service.

Airmen pay 28 percent of the cost for care, but must agree to stay in the Selected Reserve for their entire period

of coverage.

Previously enacted temporary benefits – including 180 days of transitional health care for activated reservists, waiver of Tricare deductibles for those called to active duty for more than 30 days, and payment up to 115 percent of Tricare maximum allowable charges – became permanent under the act as well.

The act also addressed medical readiness of reservists and Guardsmen. It provides for a review of medical and dental readiness of reservists and Guardsmen called to active duty.

**Tricare Reserve Select** was enhanced on Aug. 1, 2006, to provide three tiers of eligibility.

To qualify for Tier 1 coverage, National Guard and Reserve Airmen must have served on active duty for 90 days or more in support of a contingency operation on or after Sept. 11, 2001, and executed a service agreement with their service/reserve component to continue serving in the Selected Reserve. Monthly TRS premiums are \$81 for Airman-only coverage and \$253 for Airman and family coverage.

Eligible National Guard and Reserve Airmen who separate from active duty must enter into a service agreement with their service/reserve component within 90 days from the last day of tour (active duty).

To qualify for Tier 2 coverage, Airmen must:

**Be a member of the Selected Reserve** who is eligible to receive unemployment compensation under state law for

*Tricare continued next page*

**Links to Tricare Reserve Select information:****Am I Eligible?**

[www.tricare.mil/Reserve/ReserveSelect/TRS-Eligibility.cfm](http://www.tricare.mil/Reserve/ReserveSelect/TRS-Eligibility.cfm)

**Purchasing TRS: Steps to purchase TRS**

[www.tricare.mil/Reserve/ReserveSelect/TRS-purchasing.cfm](http://www.tricare.mil/Reserve/ReserveSelect/TRS-purchasing.cfm)

**Reserve Component POC for TRS assistance**

[www.tricare.mil/Reserve/ReserveSelect/TRS-Poc.cfm](http://www.tricare.mil/Reserve/ReserveSelect/TRS-Poc.cfm)

**TRS Portal: To verify your eligibility for TRS**

[www.dmdc.osd.mil/appj/tsa/index.jsp](http://www.dmdc.osd.mil/appj/tsa/index.jsp)



## AIR RESERVE PERSONNEL CENTER

# Entitlements Air National Guard/Air Force Reserve

### A participating ANG/reservist not on IDT, ADT, ADS or MPA mandays

An ANG/reservist on UTA/IDT

### An ANG/reservist on AT, ADT, ADS, MPA mandays or EAD ♦

1.	Clothing Sales Store (AFI 36-2914)	Yes	Yes	Yes
2.	Commissary (DOD 1330.17-R)	Yes	Yes	Yes
3.	Dental services (AFI 41-115/AFH 41-114) *	Yes	Yes	Yes
4.	Education services (AFI 36-2306) *	Yes	Yes	Yes
5.	Exchange services (AFJI 34-210)	Yes	Yes	Yes
6.	Family Services Program (AFI 36-3009)	Yes	None	None
7.	Legal assistance (AFI 51-504)	Yes	Yes	None
8.	Military Affiliated Radio (AFI 33-106)	Yes	Yes	Yes
9.	Medical services (AFI 41-115/AFH 41-114) *	Yes	Yes	None
10.	AF Services programs (AFI 34-262) *	Yes	Yes	Yes
11.	Officer, NCO open mess (AFI 34-239/AFMAN 34-240) *	Yes	Yes	Yes
12.	Packaged liquor store (AFJI 34-210)	Yes	Yes	Yes
13.	American Red Cross (AFI 36-3105)	Yes	Yes	Yes
14.	Space-available travel (DOD 4515.13R) *	Yes	Yes	Yes
15.	Base theater (AFJI 34-210)	Yes	Yes	Yes
16.	Transient quarters (AFI 32-6005/AFI 34-246)	Yes	Yes	Yes
17.	Servicemembers' Group Life Insurance (AFI 36-3008)	Yes	Yes	Yes
18.	Air Force Aid Society (AFI-26-2009)	Yes	None	None
19.	Family Support Center (AFI 36-3009)	Yes	Yes	Yes

"Yes" indicates general entitlements

\* - See notes next page

♦ IDT - Inactive Duty Training; AT - Annual Tour; ADT - active duty training; ADS - active duty support; MPA - Military Personnel Appropriations.

### **Tricare continued**

which Tier 2 coverage is provided, OR

☐ Be in the Selected Reserve and not eligible for an employer-Sponsored Health Plan or employer does not offer a health insurance plan.

☐ Enter into a service agreement to serve continuously in the Selected Reserve for the period of Tier 3 coverage, AND

☐ Be a member of the Selected Reserve and self-employed when self-employment is the primary source of annual income, as reported to the Internal Revenue Service.

The Airman pays 50 percent of the cost of the premiums for Tier 2.

To qualify for Tier 3 coverage members must not qualify for Tier 1 or Tier 2 coverage, and enter into a service agreement to serve continuously in the Selected Reserve for the period of Tier 3 coverage. The Airman pays 85 percent of the cost of the premiums for Tier 3.

A TRS handbook, a list of reserve component points of contact and other educational materials are available on the Tricare Web site at [www.tricare.mil/Reserve/Reserve-select](http://www.tricare.mil/Reserve/Reserve-select).





## AIR RESERVE PERSONNEL CENTER

## Entitlements (continued)

### Air National Guard/Air Force Reserve

**NOTE:** To simplify explanations, active-duty status is annual tour, active-duty training, active-duty support, military personnel appropriations funded active-duty tour, extended active duty or active duty.

National Guard and Reserve Airmen may need to present an ID card and orders, Leave and Earnings Statement, AF Form 40a or letter of authorization or other documentation when using the services or facilities. Duty status, and, in some cases, length of tour, are primary or limiting factors in determining entitlements.

This listing is not meant to imply that all benefits and entitlements are immediate or total.

Check the regulations and instructions referenced for complete guidance.

The following notes should answer most questions.

❑ Line 3 -- **Dental services** -- Dictated by space available for other than emergency care. Guard and Reserve Airmen on IDTs are only authorized emergency care. Selected Reserve Airmen are eligible to enroll in the United Concordia Reserve Dental Program, a Department of Defense basic cost-share dental insurance program. For further information, members can call them at 800-866-8499.

❑ Line 4 -- **Education services** -- Guard and Selected Reserve Airmen are eligible for enrollment in correspondence courses and may also qualify for the Montgomery GI Bill. Extension Course Institute enrollment for individual mobilization augmentees is only through HQARPC/DPRPT. Enlisted Guard and Selected Reserve Airmen may enroll in the Community College of the Air Force.

❑ Line 9 -- **Medical services** -- Those not on EAD are only authorized treatment for injuries or illness occurring on

duty or aggravated while performing duty.

❑ Line 10 -- **AF Services programs** -- Includes arts and crafts, bowling centers, child care centers, golf courses, services logistics support branch, libraries, outdoor recreation, sports, recreation centers, youth activities and recreation membership clubs. Reserve Airmen are entitled to use all services class "C" facilities on the same basis as active duty.

❑ Line 11 -- **Officer and NCO open mess** -- Guard and Reserve Airmen are eligible for membership unless denied for lack of facility space or other justifiable cause specified by the support group commander. Contact the local club for details.

❑ Line 13 -- **Red Cross** -- On-base American Red Cross offices are staffed to handle active-duty Airmen only. Reservists should normally use off-base Red Cross offices.

❑ Line 14 -- **Space-available travel** -- Guard and Reserve Airmen are restricted to flights in the continental United States, and to, from and within Alaska, Hawaii, Guam, Puerto Rico, Samoa and the Virgin Islands.

*Exception:* Active Guard and Reserve Airmen in a leave or pass status who are on active duty in an overseas area for any length of time are eligible for Space-A travel.

Space-required travel can only be used if actually on orders. It is only allowed if the Airman's commander authorizes the issuance of a DD Form 1610.

❑ Line 16 -- **Transient quarters** -- Temporary lodging facilities and transient quarters are available to all Guard and Reserve Airmen not in a duty status and their family members on a space-available basis.

Guard and Reserve Airmen are authorized priority lodging while on orders.



# AIR RESERVE PERSONNEL CENTER

## Retirement benefits Air National Guard/Air Force Reserve

Air Force Reserve retiree before age 60

### **Air Force retiree (blue ID card)**

1.	Retired pay (AFI 36-3203)	Yes	None
2.	Clothing Sales Store (AFI 36-2914)	Yes	Yes
3.	Commissary (DOD 1330.17-R)	Yes	Yes
4.	Tricare Retiree Dental Program *	#	#
5.	Education services (AFI 36-2306) *	None	None
6.	Exchange services (AFJI 34-210)	Yes	Yes
7.	Family Services Program (AFI 36-3009)	Yes	None
8.	Legal assistance (AFI 51-504)	Yes	Yes
9.	Military Affiliated Radio (AFI 33-106)	Yes	Yes
10.	Medical services (AFI 41-115) Tricare (See health benefits adviser)*	Yes	None
11.	AF Services programs (AFI 34-262) *	Yes	Yes
12.	Officer, NCO open mess (AFI 34-239/AFMAN 34-240) *	Yes	Yes
13.	Packaged liquor store (AFJI 34-210)	Yes	Yes
14.	American Red Cross (AFI 36-3105)	Yes	Yes
15.	Veterans' Group Life Insurance (AFI 36-3008)	#	#
16.	Space-available travel (DOD 4515.13R) *	Yes	Yes
17.	Base theater (AFJI 34-210)	Yes	Yes
18.	Transient quarters (AFI 32-6005/AFI 34-246)	Yes	Yes
19.	Air Force Aid Society (AFI 26-3009)	Yes	None
20.	Family Support Center (AFI 36-3009)	Yes	Yes

"Yes" indicates general entitlements

\* - See notes next page

# - Individual option

**AIR RESERVE PERSONNEL CENTER**

## **Retirement benefits (continued)**

### **Air National Guard/Air Force Reserve**

**NOTE:** A Reserve retiree is a member who is entitled to retired pay at age 60. Before age 60, a Reserve retiree may be asked to present a Reserve Retirement Order or "Notification of Eligibility for Retired Pay at Age 60" letter or card to obtain benefits. A former spouse may be entitled to a portion of the Airman's retired pay depending on state law. The marriage must have lasted at least 10 years, and it must have overlapped a 10-year period during which the Airman earned creditable service for retirement.

If a marriage to the Airman lasted for 20 years and overlapped a period when the Airman earned 20 years of creditable service for retired pay at age 60, the former spouse may be entitled to an ID card authorizing medical care and exchange privileges on the Airman's 60th birthday.

The following listing is not meant to imply that all benefits and entitlements are immediate or total. Check the regulations referenced for complete guidance. The following notes should answer most questions:

☐ Line 10 -- **Medical services** -- No medical benefits are available before age 60.

☐ Line 11-- **AF Services programs** -- Include arts and

crafts, bowling centers, child care centers, golf courses, services logistics support branch, libraries, outdoor recreation, sports, recreation centers, youth activities and recreation membership clubs. Reserve Airmen are entitled to use all services class "C" facilities on the same basis as active duty.

☐ Line 12 -- **Officer and NCO open mess** -- Airmen are eligible for membership unless denied for lack of facility space or other justifiable cause specified by the support group commander. Contact club for details.

☐ Line 14 -- **American Red Cross** -- On-base American Red Cross offices are staffed to handle active-duty Airmen only. Retirees should normally use off-base offices.

☐ Line 16 -- **Space available travel** -- Reserve retirees before age 60 are restricted to flights in the continental United States, and to, from and within Alaska, Hawaii, Guam, Puerto Rico, Samoa and the Virgin Islands. At age 60, the Airman and family members are eligible to travel to overseas locations.

☐ Line 18 -- **Transient quarters** -- Temporary lodging facilities and transient quarters are available to all Air Force retirees and their family members on a space-available basis.



## AIR RESERVE PERSONNEL CENTER

# Survivor benefits Air National Guard/Air Force Reserve

***A surviving spouse of a participating ANG/Reserve Airman with less than 20 years of satisfactory service who died while not on IDT, AT, ADS or MPA mandays***

A surviving spouse of a participating ANG/Reserve Airman with 20 or more years of satisfactory service who died while not on IDT, AT, ADS or MPA mandays. Also includes retired reservists entitled to retired pay at age 60 (letter of eligibility for retired pay at age 60)

***A surviving spouse of an ANG/Reserve Airman who died while on UTA, IDT including traveling to and from***

A surviving spouse of an ANG/Reserve Airman who died on AT, ADS, MPA mandays, active duty regardless of purpose including traveling to and from (orders) or serving on AD (Title USC) or ANG/AGR (Title 32 USC)

***A surviving spouse of an Air Force retiree (retired Reserve drawing retired pay ) (blue ID card)***

1. Casualty assistance (AFI 36-3002) *	Yes	Yes	Yes	Yes	Yes
2. Death gratuity payment (DOD Pay Manual, Part 8) *	None	Yes	Yes	None	None
3. Mortuary services (AFI 34-242)	Yes	Yes	Yes	None	None
4. Arrears of pay (DOD Pay Manual, Part 8)	Yes	Yes	Yes	Yes	Yes
5. Servicemembers' Group Life Insurance (AFI 36-3008) *	None	=	=	=	=
6. Survivor Benefit Plan (AFI 36-3006)	+	Yes	Yes	None	None
7. Reserve Component Survivor Benefit Plan	+	Yes	Yes	Yes	None
8. ID and privilege card (AFI 36-3026)	Yes	Yes	Yes	Yes	None
9. Commissary (DOD 1330.17-R)	Yes	Yes	Yes	Yes	None
10. Exchange service and theater (AFJI 34-210) *	Yes	Yes	Yes	Yes	None
11. Medical (AFI 41-115) Tricare (see health benefits adviser) *	Yes	Yes	Yes	Yes	None
12. AF Services programs (AFI 34-262) *	Yes	Yes	Yes	Yes	None
13. Officer, NCO and Airmen open mess (AFI 34-239/ AFMAN 34-240)	Yes	Yes	Yes	Yes	None

"Yes" indicates general entitlements

\* - See notes next page

+ Benefits depend on RCSBP/SBP election

= Individual's option - Eligible to collect SGLI if beneficiary; not eligible to be insured

IDT - Inactive Duty Training; AT - Annual Tour; ADT - active duty training; ADS - active duty support; MPA - Military Personnel Appropriations.



## AIR RESERVE PERSONNEL CENTER

## Survivor benefits (continued)

### Air National Guard/Air Force Reserve

**NOTE: All benefits must be applied for or may be lost. In addition, they must be applied for within certain time limits. Family members should be advised to contact the Airman's unit as soon as possible for assistance. The Department of Veterans Affairs at 800-827-1000 and Social Security Administration at 800-772-1213 also need to be contacted.**

Duty status, and, in some cases, length of tour, are primary or limiting factors in determining entitlements. This list is not meant to imply that all benefits and entitlements are immediate or total. Check the regulations or other publications referenced for complete guidance.

To simplify the chart, it only shows the surviving spouse as eligible for benefits.

However, children and, in some cases, dependent parents and parents-in-law may be eligible for benefits. The following notes should answer most questions:

☐ **Line 2 -- Death gratuity** -- Payment is \$100,000. Death gratuity may be paid to the surviving spouse of an Airman who dies of a service-connected cause within 120 days of release from active duty.

☐ **Line 3 -- Mortuary services** -- Transportation of the remains of a retiree who dies while properly admitted to a military medical facility may be paid by the Air Force within certain limitations.

☐ **Line 6 -- Survivor Benefit Plan** -- Airmen on extended active duty or Air National Guard-Active Guard and Reserve, USC Title 32 don't need to have more than 20 years active duty for benefit to be payable.

Retiree must have elected coverage. The annuity may be offset by dependency and indemnity compensation, or DIC, and Social Security.

☐ **Line 7 -- Reserve Component Survivor Benefit Plan** -- Should the Airman die after completing the requirements for retired pay at age 60, but before making an election under RCSBP during the 90-day response period, his or her survivors would be entitled to an annuity.

Otherwise, benefits depend on election made by the Airman.

☐ **Line 11 -- Medical care and Tricare** are available when the Airman would have been age 60.

☐ **Line 12 -- AF Services programs** -- Includes arts and crafts, bowling alleys, child care centers, golf courses, services supply, libraries, recreation center and youth activities. The support group commander determines the priority use of services facilities based on the requirements of assigned personnel.

☐ **Line 13 -- Officer, NCO and Airmen open mess** -- Surviving spouse is eligible for an honorary membership as determined by the support group commander.





## AIR RESERVE PERSONNEL CENTER

# Survivor benefits Air National Guard/Air Force Reserve

***A surviving spouse of a participating ANG/Reserve Airman with less than 20 years of satisfactory service who died while not on IDT, AT, ADS or MPA mandays***

A surviving spouse of a participating ANG/Reserve Airman with 20 or more years of satisfactory service who died while not on IDT, AT, ADS or MPA mandays. Also includes retired reservists entitled to retired pay at age 60 (letter of eligibility for retired pay at age 60)

***A surviving spouse of an ANG/Reserve Airman who died while on UTA, IDT including traveling to and from***

A surviving spouse of an ANG/Reserve Airman who died on AT, ADS, MPA mandays, active duty regardless of purpose including traveling to and from (orders) or serving on AD (Title USC) or ANG/AGR (Title 32 USC)

***A surviving spouse of an Air Force retiree (retired Reserve drawing retired pay) (blue ID card)***

14. Legal assistance (AFI 51-504)	Yes	Yes	Yes	Yes	None
15. Family Services Program (AFI 36-3009)	Yes	Yes	Yes	None	None
16. Dependent travel (AFI 24-101 Vol 1 and JTR Vol 1)	None	Yes	None	None	None
17. Shipment/storage of household goods (JTR Vol 1 M8350)	None	Yes	Yes	None	None
18. Claim for loss/destruction of personal property (AFI 51-502)	None	Yes	Yes	None	None
19. Air Force Aid Society (AFI 36-3109) *	Yes	Yes	Yes	None	None
20. Family Support Center (AFI 36-3009)	Yes	Yes	Yes	Yes	Yes
21. Dependency and indemnity compensation (VA 80-97-1) *	Yes	Yes	Yes	Yes	Yes
22. CHAMPVA (medical) (VA 80-97-1) *	None	None	None	Yes	Yes
23. Survivor's and Dependents' Education and Home Loans (VA 80-97-1)	Yes	Yes	Yes	Yes	Yes
24. Burial benefits (VA 90-97-1) *	Yes	Yes	Yes	Yes	None
25. National cemetery (VA 80-97-1) *	Yes	Yes	Yes	Yes	None
26. Nonservice connected death pension (VA 80-97-1) *	Yes	None	None	Yes	Yes
27. Social Security (SSA Pub #05-10035)	Yes	None	None	Yes	Yes
28. Civil service preference (Federal Personnel Manual) *	Yes	Yes	Yes	Yes	Yes
29. State benefits *	Yes	Yes	Yes	Yes	Yes
30. Air Force Village - officers *	Yes	Yes	Yes	+	None
31. Air Force Enlisted Widows Home Foundation *	Yes	Yes	Yes	+	None
32. U.S. Soldiers' and Airmen's Home, Washington, D.C.	Yes	Yes	Yes	Yes	None

"Yes" indicates general entitlements

\* - See notes next page

+ Benefits depend on RCSBP/SBP election

IDT - Inactive Duty Training; AT - Annual Tour; ADT - active duty training; ADS - active duty support; MPA - Military Personnel Appropriations.



## AIR RESERVE PERSONNEL CENTER

## Survivor benefits (continued)

**NOTE: All benefits must be applied for or may be lost. In addition, they must be applied for within certain time limits. Family members should be advised to contact the Airman's unit as soon as possible for assistance. The Department of Veterans Affairs at 800-827-1000 and Social Security Administration at 800-772-1213 also need to be contacted.** Duty status and, in some cases, length of tour, are primary or limiting factors in determining entitlements.

This list is not meant to imply that all benefits and entitlements are immediate or total. Check the regulations or other publications referenced for complete guidance. To simplify the chart, it only shows the surviving spouse as eligible for benefits. However, children and, in some cases, dependent parents and parents-in-law may be eligible for benefits.

☐ Line 19 -- **AFAS** -- For financial assistance for the surviving spouse, the Airman must have been on active duty for more than 90 days (does not include ANG-AGR Title 32 members).

☐ Line 21 -- **Dependency and indemnity compensation, or DIC** -- There is a monthly payment to the surviving spouse if the VA determines death to be service-connected.

☐ Line 22 -- **CHAMPVA** -- May be eligible for medical benefits from the VA if death is service-connected as determined by VA.

☐ Line 23 -- **Survivor and Dependents Education and Home Loans** -- May be eligible if death is service-connected as determined by the VA.

☐ Line 24 -- **Burial benefits** -- Burial flag and headstone may be provided by the VA. A burial allowance and plot or interment allowance may be payable if the Airman was entitled to VA pension or compensation at the time of death. In addition, plot or interment allowance may also be pay-

able if the Airman was a veteran of a war or discharged with service-connected disability.

☐ Line 25 -- **National cemetery** -- Burial is available to the surviving spouse and dependent children of any deceased veteran of wartime or peacetime service who was discharged under conditions other than dishonorable. It is also available to the surviving spouse and dependent children of ANG/Reserve Airmen who completed 20 satisfactory years of service.

☐ Line 26 -- **Nonservice-connected death pension** -- Payment is based on income of dependents. Airman must have had 90 days wartime service before May 8, 1975.

☐ Line 28 -- **Civil service preference** -- An unmarried surviving spouse may be authorized a 10-point veterans service preference for federal service employment, if the veteran served during a war; served during the period April 28, 1952, through July 1, 1955; or served in a campaign or expedition for which a campaign badge has been authorized.

☐ Line 29 -- **State benefits** -- Check with state Veterans Affairs Office or local veterans organizations such as American Legion, Veterans of Foreign Wars or Disabled American Veterans.

☐ Line 30 -- **Air Force Village -- officers** -- Surviving spouse must have dependent ID card with full privileges, be age 62, and meet other requirements. For more information write to Director of Admissions-AFV, 4917 Ravenswood Drive, San Antonio TX 78227.

☐ Line 31 -- **Air Force Enlisted Widows Home Foundation** -- Surviving spouse must have dependent ID card with full privileges, be age 55, and meet other requirements. For more information write to AF EWHF, 571 Mooney Road, Fort Walton Beach FL 32548-1859.



## AIR RESERVE PERSONNEL CENTER

### VSI and SSB

Because of the downsizing of the active-duty forces, Congress authorized two voluntary separation incentive programs: the Voluntary Separation Incentive and the Special Separation Benefit.

The provisions of SSB and VSI were not extended in the FY02 National Defense Authorization Act. The expiration date of these programs is Dec. 31, 2001. The following information applies to members who were released from active duty under VSI/SSB prior to Dec. 31, 2001.

#### Special Separation Benefit

Airmen who elect SSB, receive a single, lump-sum payment upon their separation from active duty. As a condition of receiving the payment, they sign a written agreement to serve in the Ready Reserve for at least three years following separation from active duty or three years beyond any existing statutory service obligation, whichever is later.

#### Voluntary Separation Incentive

Those who elected VSI, receive an annual VSI payment on each anniversary of their separation date from active duty. The payment, equal to the VSI payment received on their separation date, continues until the total VSI entitlement is paid. The annual VSI payment does not change (no cost of living adjustments), except the last payment may be less because of a partial year calculation.

The number of VSI payments equals twice the number of years of active duty service. As a condition of receiving annual VSI payments, Airmen sign a written agreement to serve in the Ready Reserve for the duration of their VSI payment period.

Annual VSI payments are stopped if Airmen are separated from the Ready Reserve unless one of the following conditions apply:

- ❑ They become ineligible to continue to serve in the Ready Reserve because of medical reasons, age, failure to be selected for promotion, or other reasons determined beyond their control. They are transferred to the Standby Reserve unless they are qualified for and request a transfer to the Retired Reserve.

- ❑ They die. The remaining VSI annual payments continue to the designated beneficiary.

#### Reserve participation requirement

When Airmen leave active duty, they serve in the nonparticipating (no inactive duty training or annual tour) Individual Ready Reserve unless they elected to serve in an active Reserve or National Guard status. They serve in the IRR for at least three years after separation from active duty or three years beyond any existing statutory service obligation, whichever is later, unless they request and are approved for a participating assignment. While assigned to the nonparticipating IRR, they may be ordered to a one-day muster duty or two to three days of active duty training each fiscal year for annual screening requirements, and, if eligible, they meet a

Reserve promotion board.

Participants who remain in the nonparticipating IRR, are transferred to the Standby Reserve after three years unless they are qualified and request a transfer to the Retired Reserve. These Airmen are subject to recall to active duty in time of war or a national emergency.

Airmen may change to a participating status program and perform inactive duty training and an annual tour by being assigned to an ANG unit, a Reserve unit or an individual mobilization augmentee position if there is a vacancy. Also, there are points-only (no pay) participating status programs to continue their military career in the Reserve.

If an Airman is receiving simultaneous VSI payments and retired pay, he or she may elect to terminate the receipt of VSI payments. Any such election is permanent and irrevocable. The rate of monthly recoupment from retired pay will be reduced by a percentage that is equal to a fraction created by the number of months that would not be paid as a result of the Airman's decision to terminate the VSI, divided by the number of months the VSI payments were scheduled to be paid. Those interested in changing to a participating status can contact the nearest ANG or Air Force Reserve recruiter.

#### Reserve retired pay offset

Federal law requires the recoupment of SSB or VSI payments from those who eventually qualify for Reserve retired pay. The recoupment is limited to the gross amount of the SSB or VSI paid and is deducted from their Reserve retired pay when they start collecting it at or after age 60.

The amount deducted from their monthly Reserve retired pay will be equal to the fraction determined by dividing the total days active service before the VSI/SSB separation by the total points earned (including one point per day for each active-duty day before VSI/SSB separation) for Reserve retirement. Convert this fraction to a percentage and this will be the percentage withheld from each monthly retirement check until the VSI/SSB is repaid.

#### Disability compensation offset

For Airmen who received an SSB payment and later qualify for disability compensation under laws administered by the Department of Veterans Affairs, their SSB payment is deducted from the disability compensation. No deduction may be made from an SSB payment received for an earlier separation if the disability compensation is for a disability incurred or aggravated for a later period of active duty.

If an Airman receives VSI payments and later qualifies for disability compensation under laws administered by the Department of Veterans Affairs, the amount of disability compensation is deducted from the VSI payments. No deductions may be made from the VSI payments for any disability compensation received because of an earlier period of active duty if the VSI is being paid based on a later period of active duty.

*VSI and SSB continued next page*



## AIR RESERVE PERSONNEL CENTER

### VSI and SSB (continued)

#### Benefits information

Airmen and their immediate family members are entitled to identification cards that allow unlimited access to the base exchange, commissary and base theater for two years from the date they applied for identification cards. Use of other services facilities is at the discretion of the installation commander.

Airmen who live in a foreign country may lose their ex-

change and commissary privileges because of a Status of Forces Agreement, a legal agreement between the United States and the host country.

After the two-year period, access to the exchange and services facilities by nonparticipating reservists is at the discretion of the installation commander.

Participating reservists are entitled to all Reserve benefits.

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## AIR RESERVE PERSONNEL CENTER

### Ready Reference Air Force instructions/manuals

Number	Title
AFCSM 36-699, Vol I	Military Personnel Flight Management and Military Personnel Data System User Guidelines
AFI 10-248/AFRC Sup 1	Fitness Program
AFI 10-402	USAF Mobilization Planning
AFI 36-2002	Regular Air Force and Special Category Accessions
AFI 36-2004	Interservice Transfer of Officers to the United States Air Force and the United States Air Force Reserve
AFI 36-2005	Appointment in Commissioned Grades and Designation and Assignment in Professional Categories—Reserve of the Air Force and United States Air Force
AFI 36-2008	Voluntary Extended Active Duty for Air Reserve Commissioned Officers
AFI 36-2101	Classifying Military Personnel (Officers and Enlisted)
AFI 36-2115	Assignments within the Reserve Components
AFI 36-2116	Extended Active Duty for Reserve Component Officers
AFI 36-2132	Full-Time Support Active Guard Reserve Program
AFI 36-2201	Training Development, Delivery, and Evaluation
AFI 36-2406	Officer and Enlisted Evaluation Systems
AFI 36-2501	Officer Promotions and Selective Continuation
AFI 36-2502	Airman Promotion Program
AFI 36-2503	Administrative Demotion of Airmen
AFI 36-2504	Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force
AFI 36-2604	Service Dates and Dates of Rank
AFI 36-2608	Military Personnel Records System
AFI 36-2619	Military Personnel Appropriations Man-Day Program
AFI 36-2629	Individual Mobilization Augmentee Management
AFI 36-2633	The Air Force Reserve Pretrained Individual Manpower Programs - Management And Utilization
AFI 36-2638	Air Force Reserve Enlisted Incentives
AFI 36-2803	The Air Force Awards and Decorations Program
AFI 36-2808	Outstanding Officer and Enlisted Individual Mobilization Augmentee of the Year Awards (PA)
AFI 36-2903	Dress and Personal Appearance of Air Force Personnel
AFI 36-2907	Unfavorable Information File Program
AFI 36-2908	Family Care Plans
AFI 36-2909	Professional and Unprofessional Relationships
AFI 36-2910	Line of Duty (Misconduct) Determination
AFI 36-3009	Family Support Center Program
AFI 36-3026(I)	Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel
AFI 36-3203	Service Retirements
AFI 36-3205	Applying for the Palace Chase and Palace Front Programs





## AIR RESERVE PERSONNEL CENTER

### Ready Reference Air Force instructions/manuals (Continued)

AFI 36-3209	Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members
AFI 36-8002	Telecommuting Guidelines for Air Force Reservists and Their Supervisors
AFI 38-204	Programing USAF Manpower
AFI 48-123	Medical Examinations and Standards (Volume 1-4)
AFM 36-8001	Reserve Personnel Participation and Training Procedures
AFPAM 36-2607	Applicant's Guide to the Air Force Board for Correction of Military Records
AFRCMD 1124	Organizations and Functions of the Headquarters Air Force Reserve Command
AFRCMD 1155	Air Reserve Personnel Center
<b>Air Force Instructions are available online at the Air Force Publishing site at <a href="http://www.e-publishing.af.mil">www.e-publishing.af.mil</a></b>	

